

Policies and Standards

<i>SECTION:</i> Department of Strategic Sourcing	<i>NO.</i> 3.1			
<i>CHAPTER:</i> Process	<i>ISSUED:</i> 09/97	<i>REV. A</i> 11/00	<i>REV. B</i> 03/15	<i>REV. C</i> 08/16
	<i>REV. D</i> 05/18			
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PURPOSE

To provide familiarization of contract formation for University personnel.

SCOPE

Creighton's policy on contract formation applies to all University personnel who are involved in the contracting process.

POLICY

All University personnel and the Department of Strategic Sourcing who are involved in contract formation for goods or services shall comply with all local, state and federal regulations without qualification or evasion as well as complying with [University policy 2.1.7 Contracts with Outside Groups](#).

DEFINITIONS

A full list of procurement definitions can be found at [Chartered Institute of Procurement and Supply](#).

PROCEDURES

- A. Written documentation should be used in order to assure maximum clarity in communication and provide legal protection for all parties. The most common types of documents include:
- Purchase Orders
 - Formal Contracts
- D. As a major requirement, the document must contain a precise and clear description of the elements in the order, the terms of the purchase, the time, manner, and place of delivery. Much of this information is obtained from the requisition submitted by the requesting department. All of the following information is necessary when preparing a document and will be provided either by the requesting department, Business Service Center, the Department of Strategic Sourcing or the supplier:
- Name and address of supplier

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- Address of the University and supplier
- Date of execution or order
- Terms and conditions
- Manner of shipment and route, if applicable
- Ship to address
- Description of goods or services, quantity per item, price per unit, etc.
- Date goods and services are required
- Confirmation, if applicable

ADMINISTRATION AND INTERPRETATIONS

Questions regarding interpretation of this policy should be directed to the Sr. Director of Strategic Sourcing.