

Editing Standard Columbia Agreements

If a Supplier is interested in editing the Service Agreement once they have reviewed the one you sent them from the drop down menu below, please follow these steps below which involves Purchasing sending the Microsoft Word version to track all changes during the negotiation process:

1. Department/School needs to contact Purchasing to request a Word Version of Service Agreement
2. Department/School to provide Supplier Contact Information, Department/School Main Contact for the Engagement and a Scope of Work (To ensure correct Service Agreement is being used)
3. Purchasing will send Word Version of Service Agreement to Supplier and cc Department/School contacts (Main Contact and the person processing the Requisition)
4. Supplier to make edits for audit trail purposes to ensure understanding of changes for Purchasing
5. Supplier will return to Purchasing directly for review
6. Purchasing will communicate with Supplier for negotiations and provide a separate email to Department/School of status, as appropriate
7. Once finalized, Purchasing will send final version to Department/School and Supplier
8. Supplier will send signed copy to Department/School for submission for Requisition

Note: Accountant (auditing related services) — require review by Controller. Will use LOE or LOI and incorporate CU terms as required.

For a list of ARC Category Codes go

to: <http://finance.columbia.edu/files/gateway/content/purchasing/Columbia%20Category%20Codes%20V13W.xlsx>

For any Service Provider modification requests to the standard University Agreement, Purchasing will review and provide a response to such requested modifications to the agreement, obtain OGC and/or Risk Management approval (if necessary) and official University signatures for execution of the contract. After the contract is fully executed (signed by both parties), Purchasing distributes the document providing an original to the Service Provider and an original is maintained in the Purchase Order file as a permanent record.