

FACULTY-DIRECTED PROGRAM CONTRACT REVIEW AND SIGNATURE PROCESS

PROCESS OVERVIEW

- **Consult with PHCEA** which will provide samples of similar agreements and terms and conditions acceptable and appropriate for education abroad programs.
- **Request supplier(s) itemized quote, invoice, and/or contract and provide terms and agreements that Clemson University can agree to (updated and provided by PHCEA annually)**
- **Review supplier itemized quote, invoice, and/or contract for:**
 - **Faculty-director review:** Ensure that agreed upon services, inclusions, and expectations are articulated
 - **College staff review:** Ensure that payment terms and agreements align with Clemson University
- **Route document to Clemson Procurement for review and signature**
 - Procurement will review for University alignment
 - If in alignment, document will be internally routed for signature
 - If edits need to be made, Procurement contracts team will notify college staff of issues *
 - If necessary, PHCEA will step in to support **

** The Procurement contracts team can communicate directly with suppliers, when needed.*

*** If the document requires significant negotiations with supplier, PHCEA staff will aid in the negotiation.*

For renewal programs, proactively ask the supplier if there have been any changes to their requirements since the previous program iteration and remind the supplier of terms and agreements that Clemson University can agree to.