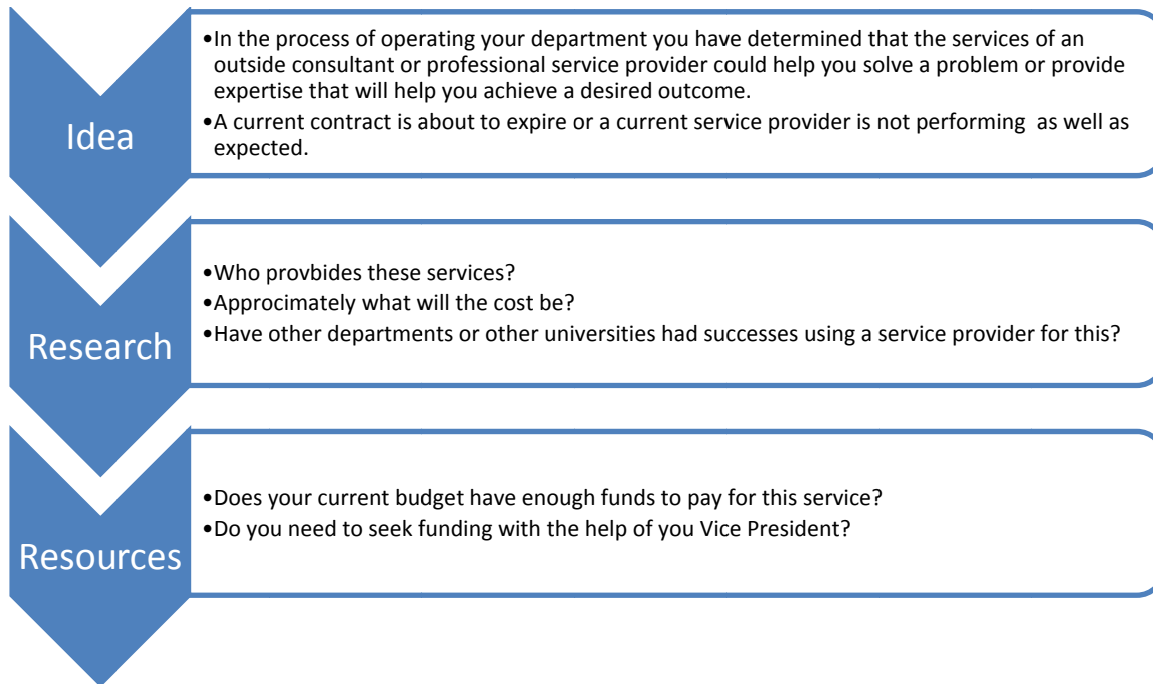
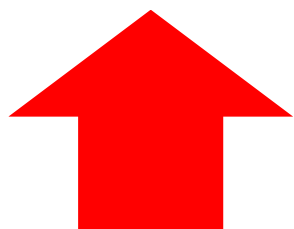


## Personal Services Contract Timeline

Due to the fact the Kentucky Procurement Laws require numerous steps and approvals for contracts involving professional services, we are providing a chart of activities included in the process. The minimum required time to complete a contract would be three weeks, some contracts can take several months to complete. Please make sure all the steps are followed and everything is approved before any work begins.



During the research stage listed above, the Purchasing Department can assist in finding potential vendors and approximate costs. This can be done in an informal manner or a Request for Information can be developed and posted on the web site where we post bids and requests for proposals. For some services the above steps do not require assistance from the Purchasing Department and can be completed very quickly. If the above steps are extensive and take a lot of effort, it is best to get the Purchasing Department involved as soon as possible.

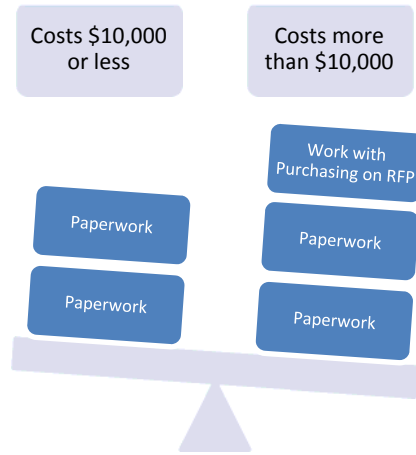


Resources not available,  
keeping working on the  
steps above.



Resources available, let's  
get started.

## Personal Services Contract Timeline



Services with a cost of \$10,000 or less	Services with a cost of more than \$10,000	Est. Time Required
	1. Submit a requisition in Banner	1 day
	2. Requisition approvals	Same day or ?????
1. Submit a requisition in Banner	3. Work with the Purchasing Department on a Request for Proposals process	Generally takes about one month
2. Requisition approvals		Same day or ?????
3. Complete and submit a contractor status form if the service is being provided by an individual.	4. Complete and submit a contractor status form if the service is being provided by an individual.	1 – 3 days
4. Fill out and submit the \$10,000 and under Personal Service Contract form	5. Fill out and submit the \$10,000 and under Personal Service Contract form	1 – 2 days
5. Fill out and submit a Proof of Necessity form	6. Fill out and submit a Proof of Necessity form	Same 1 – 2 days as above
When the Purchasing Department receives all of the above paperwork they send it along with all other Personal Services Contracts received before the 15 <sup>th</sup> of the month to the President of the University with an approval form. Any contracts received after the 15 <sup>th</sup> of the month will be sent with the next month's batch.		15 – 30 days
Up to the last day of the month the Purchasing Department sends all contracts approved by the President to the Legislative Research Commission in Frankfort KY where they are prepared for review by the Government Contract Review Committee usually on the second Tuesday of the month.		8 – 14 days
GCRC notifies the WKU Purchasing Department regarding approvals and disapprovals. If approved the Purchasing representative will convert the requisition received in Banner to a Purchase Order and the vendor and the department requesting the service will receive a copy of the Purchase Order via email.		