WINSTON-SALEM STATE UNIVERSITY

Contractual Services and Subrecipient Agreement Process for Sponsored Awards

I. Purpose

To establish a standardized process for initiating, executing, and processing contractual services and subrecipient agreements associated with sponsored awards, including contract development, purchase order creation, and payment processing.

II. Scope

This procedure applies to all Principal Investigators (PIs), project staff, Sponsored Programs personnel, Purchasing staff, and contractors/subrecipients involved in sponsored awards that include contractual services.

III. Roles and Responsibilities

- **Principal Investigator (PI)/Project Staff:** Complete required forms, coordinate with contractors, and ensure timely submission of documents.
- **Sponsored Programs:** Prepare, review, and route, forms.
- **Contracts and Grants:** Review, approve, and route forms and contracts
- **Purchasing:** Prepare, review, route, and finalize contracts.
- **Contractor/Subrecipient:** Complete required registration documents, review and sign contracts, and submit invoices.
- **Disbursement Services:** Process payments against approved purchase orders.

Initial Contact

Upon confirmation that contractual services are included in a sponsored award, contact Arnita Hill (hilla@wssu.edu) to initiate the contract process. The Subrecipient Form must be submitted at least 30 days prior to the anticipated start date of services to allow sufficient time for contract preparation, internal review and signature routing.

IV. Procedure Steps

Step 1: Vendor Registration

1. Send the WSSU Vendor Registration Form to the contractor or subrecipient.
2. Ensure the contractor completes and returns the form as required.

Required Form Link: WSSU Vendor Registration Form

Step 2: Complete the Independent Contractor Form

1. Principal Investigator (PI)/Project Staff complete and submit the Independent Contractor Form through Adobe Sign.
2. This form is not needed for subawards.

Required Form Link: Independent Contractor Form

Step 3: Complete the Subrecipient Form

1. Principal Investigator (PI)/Project Staff complete and submit the Subrecipient Form through Adobe Sign.
2. Submit the form no later than 30 days before services are scheduled to begin.

Required Form Link: Subrecipient Form

Step 4: Contract or Subaward Preparation and Execution

1. Sponsored Programs and/or Purchasing will prepare the contract or subaward, whichever is applicable.
2. The contract or subaward will undergo internal review and approval.
3. Following internal approval, the contract or subaward will be sent to the contractor or subrecipient for review and signature.
4. Upon receipt of the signed agreement, Purchasing or Sponsored Programs will finalize the contract execution, whichever is applicable.

Step 5: Purchase Order (PO) Request

1. After the agreement has been fully executed, Principal Investigator (PI)/Project Staff submit a requisition in SU Express for the total agreement amount.
2. Attach the fully executed agreement to the requisition.
3. Use the appropriate account code:
    - 919900 – Contract Services
    - 919910 – Subawards
4. If multiple invoices are anticipated during the contract or subaward period, then select the **Standing Order** option.
5. Verify that the individual submitting the requisition has access to the appropriate fund.

Step 6: Purchase Order Issuance

1. Once the requisition is processed, the submitter will receive notification of the assigned PO number.
2. The PO number may then be shared as needed.
3. Purchasing will electronically send the PO and executed agreement to the contractor.

Step 7: Invoice Processing and Payment

1. Contractors or subrecipients must include the PO number on all submitted invoices.
2. Invoices must first be submitted to Contracts and Grants (C&G) for review and approval.
3. After C&G approval, the PI must email the approved invoice to Disbursement Services at acctpayablestaff@wssu.edu for payment processing against the PO.

Step 8: Handling Invoices Received Prior to PO Issuance

1. If an invoice is received with a date that precedes the PO issuance date:
    - Contact the contractor or subrecipient and request a revised invoice that:
        - References the PO number.
        - Contains an invoice date that is after the PO issuance date.

V. Related Documents/References

- Vendor registration
- Independent Contractor Form
- Subrecipient Form

VI. 7. Recordkeeping Requirements

- Subrecipient Forms must be submitted at least 30 days prior to the service start date.
- Independent Contractor forms are not needed for businesses.
- No payments may be processed without a fully executed contract and valid PO.
- All invoices must reference the applicable PO number.
- Contract services and subawards must be charged to the appropriate account codes.

Approving Authority:
History: