



Contracts+ Getting Started Guide 21.2

Per BOR policy 5.2.1, a contract is required for all service-related contracts, regardless of cost or term. The contracts will be processed in the contract lifecycle management (CLM) software (or Contracts+). Funds will be encumbered in Banner for each contract year if obligation is greater or equal to \$4,000 and a term exceeding 60 days.

South Dakota Mines (*tentative*) guidelines for procuring services:

- **General Service Agreements (GSA)**
 - Purchase Orders may be used as a GSA that are single (or one-time), short-term services (repairs, testing, etc.), under \$4,000.
 - If a general service is over \$4,000, you are required to request a GSA through Contracts+ but you may also use a PO to pay for the service, please just attach the signed GSA to the requisition.
- **Third-Party Contracts**
 - Third-Party contracts must be signed and requested through Contracts+. The contract can then be attached to a PO for payment once approved/signed through the contract system.
- **Consultant Contracts**
 - All Consultant contracts must be requested through Contracts+
 - If a grant is used, a CONTRAQ form must be filled out and signed/approve by Research Affairs and attached within the contract request before it is submitted for approval.
- **Leases**
 - Lease agreements/contracts must be signed and requested through Contracts+, at any dollar amount.

✚ **Services should be paid via PO when possible (except consulting, those are paid via direct bill).** Please be sure to attach the signed contract/agreement to the requisition before submitting it. Contracts that are unable to be paid via PO, will be direct paid through our local Accounts Payable (AP). When submitting an invoice to pay which has a contract, please be sure that you provide the contract number on the invoice and attach a copy of the contract to the invoice before it is submitted for payment.

✚ Contracts exceeding \$4,000 in total cost AND a term extending beyond 60 days not done on a PO will be manually encumbered by F&A. When it is time to pay the invoice, ensure the contract number is on the invoice and the contract is attached, and F&A will release the encumbrance and pay the invoice.