Process Map for Business Contracts

1. Are you securing a performing artist?
   - No: Proceed to next step.
   - Yes: Proceed to next step.

2. Complete Entertainer, Artist, and Promoter Agreement

3. Are you securing a participant, speaker or evaluator?
   - No: Proceed to next step.
   - Yes: Proceed to next step.

4. Complete Participant, Speaker, and Evaluator Agreement

5. Is vendor data in vendor database?
   - No: Proceed to next step.
   - Yes: Proceed to next step.

6. Complete SIF and return to DTS

7. Send SIF and instructions for completion to vendor

8. Create vendor ID within 2 business days of correctly completed SIF

9. Provide department with vendor ID

10. Review contract

11. Contact department if changes or corrections are needed

12. Send contract to vendor for signature

13. Obtain Department signatures and submit to Business Contracts via TCM or other approved method

14. Perform contracted service

15. Sign contract and return to department

16. Create non-PO voucher to issue vendor payment

17. Approve non-PO voucher within 15 business days of receipt

18. Send ACH or check payment

19. End