**KDA Contract/MOU/Amendments/Grant Flow Document**

Contracts/MOU’s/Amendments/Grants (Contracts) between KDA and vendors must be signed by the Secretary with the exception of any items that have been delegated in writing to other employees by the Secretary.

All contracts MUST have a signed Sexual Harassment Policy. A blank copy and Executive Order 18-04 can be found on the S Drive under the Fiscal Information folder.

All contracts that isn’t an individual over $100,000 must have a signed Boycott of Israel form.

Any purchase that exceeds $5,000 and is WITH a state approved vendor can be sent directly to your accountant in Fiscal for payment.

Any contract that exceeds $5,000, is NOT with a state approved vendor, and doesn’t need to go out for bid, needs to follow the below steps:

**\*If there are questions on if something needs go out to bid, please contact Fiscal**

**Steps to contract signing and execution:**

1. Deliver the fully completed cover sheet, two copies of the UNSIGNED contract, a signed Sexual Harassment Policy, and a signed Boycott of Israel form (if needed) to Fiscal. Fiscal will review the contract to ensure procurement requirements have been met. Fiscal will either:
	1. Approve the contract as drafted and forward to Legal; or
	2. Return the contract to the program contact with instructions.
2. Once in Legal, Legal will review the unsigned contract for any legal issues. Legal will either:
	1. Approve the contract as drafted and return to the program contact; or
	2. Return the contract to the program contact with comments.
3. Upon return of the contract to the program contact, the program contact will send the draft contact to the contractor for signature. If any changes are requested by the contractor, the program should contact Fiscal and Legal for guidance and incorporate any agreed upon changes.
4. Once the contract is signed by the contractor, the program contact will deliver the contract to the Secretary for signature.
5. Once signed by the Secretary, the program contact will keep one original contract for filing, e-mail a scanned copy to Fiscal to enter into DocuWare, and send the other original to the contractor.

Note: Any changes that occur to the contract during the approval process should be reviewed and approved by Fiscal and Legal before the Secretary signs.

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| Logo_BlackGold | **Contract/MOU/Amendment/Grant Tracking Form****KDA Contract #\_\_\_\_\_** |
| Please fill in all blanks on this form. If the form is not completed properly a delay by the Secretary may occur, therefore delaying submission of the Contract/MOU/Amendment/Grant. |
| Date Initiated: |  |  |
| Deadline: |  |  |
| Deadline for Signature by Secretary: |  |  |
| Program/Division Responsible: |  |  |
| KDA Staff Contact: |  | Phone: |  |  |
|  |
| **Status of Contract/MOU/Amendment/Grant…** |
| [ ]  New Submission | [ ]  Renewal (include a copy of current version) | Term of Contract: |  |  |
| Contract has Received Approval from the following: |
| [ ]  Program Manager | Name: |  | Date: |  |  |
| [ ]  Fiscal | Name: |  | Date: |  |  |
| [ ]  Legal | Name: |  | Date: |  |  |
|  |
| **About the Contract/MOU/Amendment/Grant…** |
| Subject: |  |  |
|  |
| Has the entity ever been an employee of the State of Kansas? |  [ ]  Yes |  [ ]  No |
| If so, when? |
|  |
| Briefly describe the purpose of this Contract/MOU/Amendment/Grant including deliverables and deadlines: |
|  |
| Funding-How the contract is funded if KDA is the Payer: |
|  |
| Additional Notes:  |
|  |
| (see comment section on reverse side for comments made by Fiscal, Legal and the Secretary) |

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| Comments made by Fiscal: |
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| Comments made by Legal: |
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| Comments made by Secretary: |
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