Proposal/Quote received and services identified. Prepare District contract template and send to vendor for signature.

Vendor has requested changes to the terms of the District contract or proposed using the vendor contract form.

- **YES**
  - Submit contract to legal review for approval of requested changes or use of vendor’s contract form.
  - send request to: legalreview@sjeccd.edu
  - Un-Approved contract returned to requestor with counter revisions from District. Requestor to work with vendor to come to an agreement or seek exemption from VCAS.
  - If no agreement is reached, vendor cannot perform work for the District.

- **NO**
  - Contract can be signed by the appropriate District signers.
  - Refer to Purchasing Approval Matrix to determine District signature authority.
  - Services may not be rendered until requisition approval and processing of Purchase Order by Purchasing.

- **APPROVED**
  - Approved contract with signed Form & Legality box on signature page returned to requestor.
  - Refer to Purchasing Approval Matrix to determine District signature authority.
  - Services may not be rendered until requisition approval and processing of Purchase Order by Purchasing.

- **REJECTED**
  - Approved contract with signed Form & Legality box on signature page returned to requestor.
  - Refer to Purchasing Approval Matrix to determine District signature authority.
  - Services may not be rendered until requisition approval and processing of Purchase Order by Purchasing.