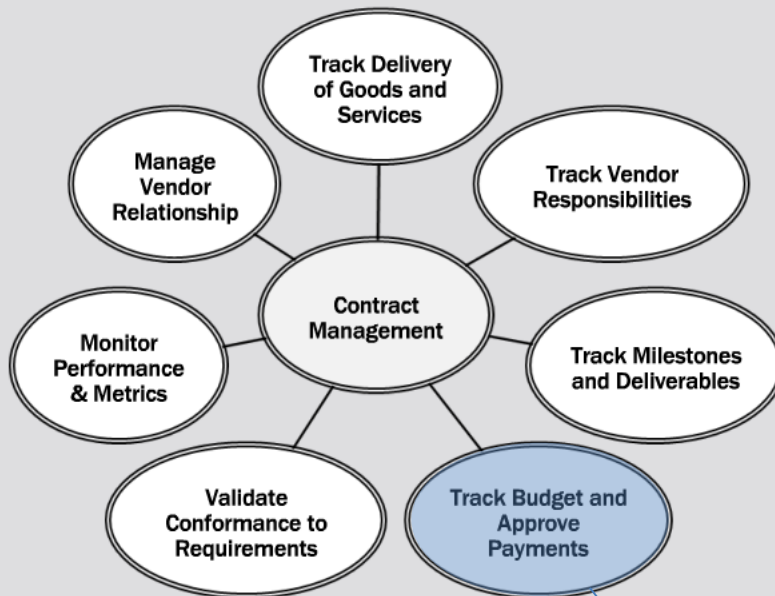


KEY COMPONENTS OF CONTRACT MANAGEMENT



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Need a change?

Changes are formalized by contract amendment. Verbal changes to the contract are non-binding and prohibited.

When is a contract amendment needed?

When changes are needed to the:

- scope of work,
- deliverables,
- period of performance or
- compensation
- any other term or condition of the Contract.

Questions or concerns about the Contract?

Contract terms: Purchasing 335-3541

Contractor performance problems: Purchasing 335-3541

Invoices: Accounts Payable: 335-2033

INVOICE APPROVAL PROCESS FOR WSU CONTRACTS:

- 1) **Contract Manager** reviews Contractor 's billing for accuracy and accepts the quality of deliverables and/or effort.
- 2) **Expenditure authority** codes and approves invoices, insuring that payment of invoice will not take the Contractor's total compensation above the Contract's not-to-exceed compensation amount.
After this approval invoice goes to Accounts Payable.
- 3) **Accounts Payable** reviews invoices and pays Contractor.