Contracts to procure commodities and/or services on behalf of UW-Extension must be signed by the Purchasing Department.

Staff should be aware that employees signing contracts or agreements beyond the scope of their employment are not able to contractually obligate UW-Extension. Departmental staff who sign contracts/agreements/leases while acting outside of their employment, can be held personally responsible for any costs or damages. A contract is not enforceable against either party until authorized signatures by both parties are applied.

As of 7/1/2015 all contracts will be processed electronically. Departments must complete a Contract Signature Request Form and attach the contract and forward to Purchasing via email for approval. These must be sent to uwcxpurchasing@uwex.uwc.edu Please note that the Contract Request form has been changed so please look it over carefully. Departments are now required to send it to their divisional budget office for pre-approval if the contract will exceed $5,000 prior to e-mailing the contract to Purchasing Services.

The Contract Signature Request form must be filled out completely by the requester. The information provided will assist Purchasing in expediting your contract. Purchasing will return the form and contract if information is missing from the form. If you did a bid (for contract greater than $5,000.00), you must attach a copy of the bid specifications, quotes and bid summary to the Contract Signature Request Form.

The requester should review the contract terms specifically for cancellation/attrition requirements, minimums for food, beverage and guest rooms. The requester should negotiate with the vendor if these terms are too high. This also applies to deposits. The UW typically does not pay a deposit. Only if it’s absolutely necessary and you cannot negotiate a deposit out of the contract.

Purchasing rules apply. If the contract is over $5,000 a purchase order is required. The order should be submitted prior to the event, service and/or purchase takes place. (The purchase order should be done in the same fiscal year as the event/service/purchase). If a Registration fee is not being charged to cover the entire costs involved for an event or conference, you will need to list either the State/UW Contract number involved or provide three quotes or sole source justification. Services that are deemed High Risk regardless of the dollar amount (transportation, construction/remodeling, manual food service, maintenance and repair service) require a High Risk Insurance Certificate and should be attached. Please see the website listed below to determine what is needed for High Risk Insurance. High Risk Insurance Website

Also, please see the following website to see the Catering Policy which clearly spells out what is catering and what is not catering.

If you have any questions/comments please contact Purchasing at uwcxpurchasing@uwex.uwc.edu Thank you for your cooperation in helping us go paperless.