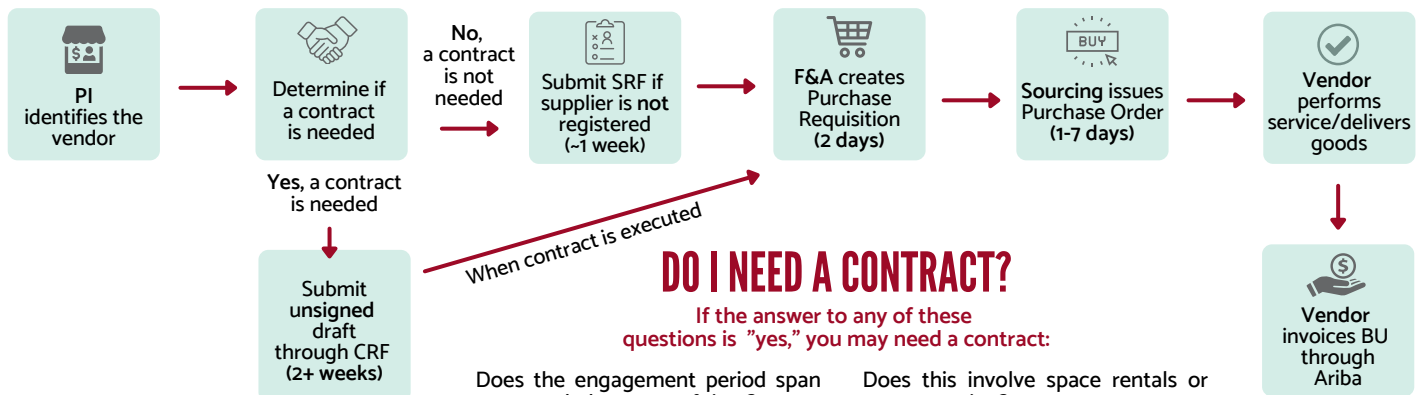


SOURCING WORKFLOW

WORKFLOW & TIMELINE

It can take anywhere from 2 week to 2 months to fully register a vendor and/or execute a contract. Involve your Financial Administrator early in the process.



IMPORTANT:

Do not sign any contracts! Personally signing a contract makes you financially/legally liable for the terms in it instead of Questrom or Boston University. Only Sourcing or the Office of the General Counsel can sign a contract on the University's behalf; the University is not obligated to fulfill contracts you personally sign.

If you pay for a service out of pocket, the University will not reimburse you under any circumstances.

A purchase order must be issued before work can begin or goods can be delivered.

Inform the Financial Administrator before promising to pay a vendor. We must set expectations with suppliers and communicate timelines.

Freelancing sites (Upwork, Fiverr) cannot be used. Individual consultants must be paid directly.

WHO SHOULD BE INVOLVED?

Financial Administrator: Sourcing liaison, procurement questions, vendor finance contact
[James Kent - jkent@bu.edu](mailto:jkent@bu.edu) | qstfin@bu.edu

MarCom: branding questions, design help, promotional/branded items, advertisements
[Susan Leyva - susanley@bu.edu](mailto:susanley@bu.edu) | [Project Intake Form](#)

Questrom ITS: tech help, hardware purchases (computers, monitors, etc.)
[Rick Seaholm - seaholm@bu.edu](mailto:seaholm@bu.edu)

Building Operations: furniture, decor, standing desks, all physical space modifications
[Kris Weir - krisweir@bu.edu](mailto:krisweir@bu.edu) | [Questrom FixIt](#)