Off-Campus Events Workflow Process

**Step 1 - Shopper**
- Complete Off Campus Events form on BearBuy
- Attach Off Campus Rental Agreement from supplier
- Select "Add to Cart" from dropdown menu

**Step 2 - Req Creator**
- Complete required fields, including org node and chartstring
- Verify that Rental Agreement is attached
- Submit Requisition

**Step 3 - Req Approver**
(org node approver)
- Review and approve Requisition

**Step 4 -**
- Review Requisition and contract language to identify and mitigate risks
- Any insurance or indemnification issues?
  - No
  - Yes

**Step 5 -**
- Contact supplier to communicate our standard insurance & indemnification clauses
- Do cancellation fees need to be confirmed with dept?
  - Yes
  - No

**Step 6 -**
- Negotiate and resolve contract language

Step 7 - Contact department to review and confirm supplier cancellation fees

Step 8 - Add note in comments section, or send email, confirming obligation of cancellation fees

Step 9 -
- Amount $50,000 or over?
  - No
  - Yes

**Step 10 -**
- Review and sign agreement; send to supplier for signature
- Attach as external attachment in BearBuy
- Approve Requisition

Step 11 -
- Review and sign agreement; send to supplier for signature
- Attach as external attachment in BearBuy
- Approve Requisition

Step 12 - Sign approved agreement and send original to department

Step 13 - Scan signed agreement and attach to Purchase Order in BearBuy

**Any insurance or indemnification issues?**

**Do cancellation fees need to be confirmed with dept?**