All departments, schools and units:

If a department, school or unit needs a contract/lease processed by University Procurement Services, then the requesting end user must allow University Procurement Services sixty (60) days to process the contract. **Please note that this policy does not apply to real estate contracts or leases.** End users must recognize that supplier contracts often contain terms and conditions that are inconsistent or contrary to Rutgers legal and business terms and conditions. In these instances, University Procurement Services will negotiate with the supplier to arrive at a contract that is consistent, that aligns with Rutgers terms and conditions, and that serves and protects Rutgers’ interests. Many times, negotiating contracts require input from other Rutgers departments, such as the Office of General Counsel (legal terms), Risk Management (insurance requirements and liability issues) and the Treasurer (equipment/IT leases). Sometimes the negotiating process is quick. Often times, it is not. Thus, to assure timely processing of Purchase Orders and to assure that supplier performance will begin when needed, all contracts have to be submitted at least 60 days before the contract start date to allow University Procurement Services sufficient time to review and negotiate supplier contracts.

Departments, schools and units are reminded that contracts should be submitted with the requisition. Submitting the contract with the requisition facilitates the processing of the purchase order. In addition, please be aware that no supplier can begin work at or deliver goods to Rutgers until the contract has been executed by both the supplier and Rutgers, and a purchase order has been issued by Rutgers.

Your compliance with the contract process will facilitate the handling of contracts within University Procurement Services and the timely issuance of purchase orders for the contracts.

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