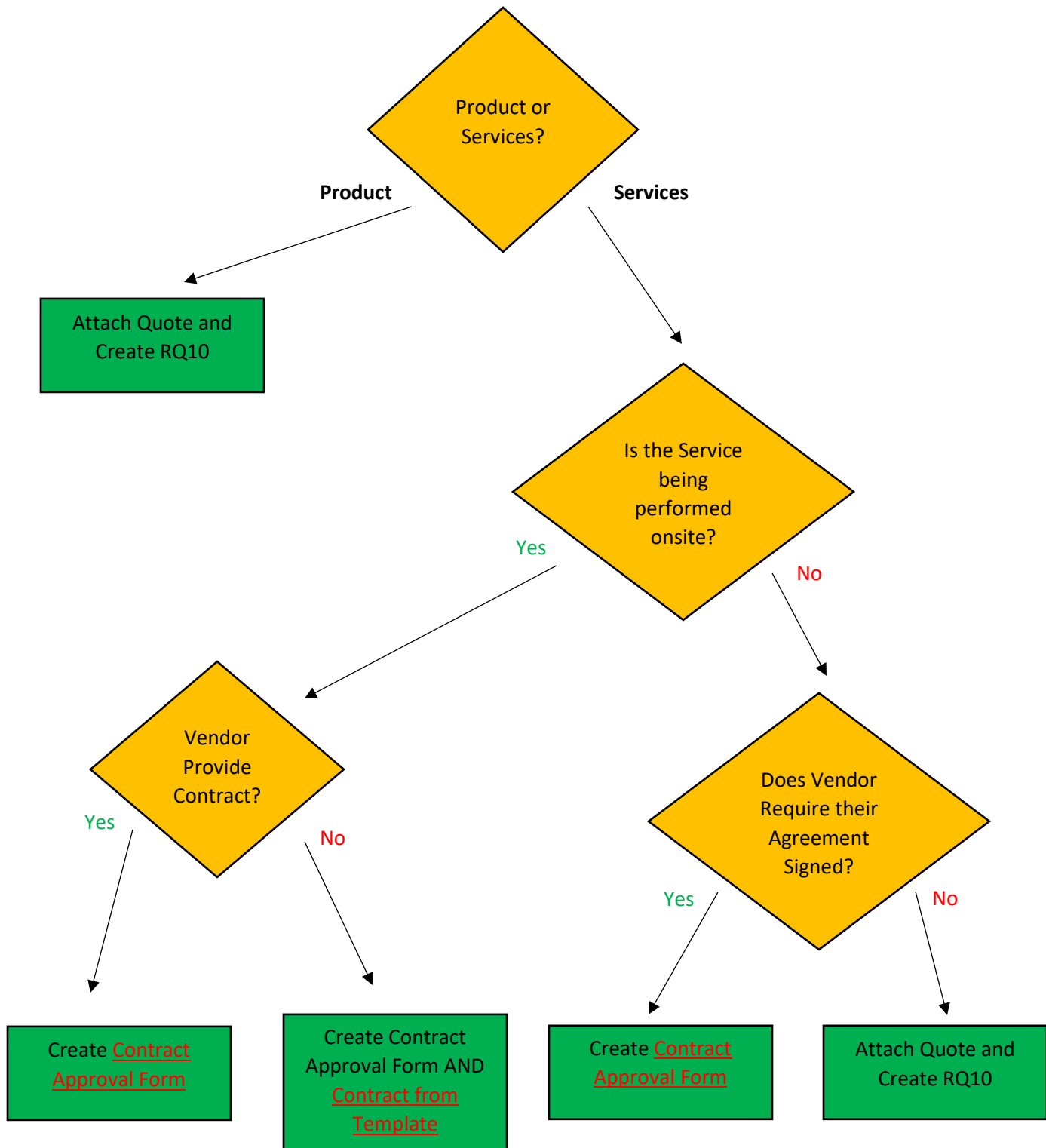


## Do I Need A Contract Flowchart?



See [Contract Approval Workflow](#) for WHO Approves Contract

If Vendor is Individual complete [Independent Contractor vs. Employee](#) (Must be done in Excel and file emailed)

\*\*Services that are physical rather than mental will also require a Certificate of Insurance coverage from Vendor