

Conferences & Events

Lunch and Learn
October 23, 2023

Important

- The presentation will be recorded. All Zoom participants will receive an email with the link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions into the chat feature of Zoom throughout the presentation.

PRESENT ON THE CALL TODAY

- Beth Clites – Purchasing Services – Senior Buyer, Conferences & Events
- Jessica McElligott – Purchasing Services – Conferences & Events Contract Administrator
- Melissa Frisiras – Purchasing Services – Assistant Director
- Bill Ruth – Office of Risk Management – Director of Risk Management
- Emily Duchene – Purchasing Services – Travel Program Manager
- Allison Jones – Anthony Travel Hotel Program Manager
- Purchase, Pay & Travel Customer Service
- PEX Administrators
- Caitlin Mutkus – Communications Specialist

Session Overview

- What is Contracts+ and how to request access
- Active and Inactive Suppliers
- Types of Contracts Requests
- How to create contract requests
- Supporting Documentation
- Contract Signing & Payment
- Communication
- Amendments
- After the Facts
- Soiree/Dreadnought

Conferences & Events Contract Contacts

Who should I contact with questions?

- How to place a contract request – PPT Customer Service
- Status of the contract request – PPT Customer Service
- Making payments on contracts – PPT Customer Service
- Supporting documentation (for example: DSSJF and COLI) – Jessica McElligott
- Contract Language – Beth Clites
- Hotel/room blocks and conference space – Anthony Travel

What is CONTRACTS +

Contracts+ is a module in the PantherExpress System that allows individuals with the proper permissions the ability to submit contract requests.

Requesting Access to CONTRACTS+

To gain access to Contracts+, you must already be a PEX user.

- Access to both can be requested simultaneously.
1. Complete the [User Profile Form](#). PittPassport SSO is required to access this form. More information on how to complete the form can be found on the website at <https://www.ppt.pitt.edu/help-training/system-access-training>.
 2. Submit to pantherbuy@cfo.pitt.edu.
 3. Complete the required role-based training.
 - You will receive an email with instructions to complete the training required based on the role you selected on the User Profile Form.
 - You will receive an email once training is complete advising that permissions have been granted.
 4. Department Approvers must also submit the [Department Approval Form](#). PittPassport SSO is required to access this form.

Second Party Information

Active & Inactive Suppliers

Supplier Icon → Manage Suppliers → Search Suppliers

The screenshot displays the PantherExpress user interface. On the left is a vertical navigation menu with icons for Home, Shop, Organization Message, Welcome, Suppliers, Manage Suppliers, and Thank you. The Suppliers menu item is highlighted, and a dropdown menu is open, showing options: 'Type to Search Suppliers...' (with a search icon), 'Supplier Management Home', 'Search for a Supplier', and 'View Saved Searches'. A yellow arrow points to the Suppliers icon in the menu, and another yellow arrow points to the search icon in the dropdown menu.

Second Party Information

Active & Inactive Suppliers

More than one supplier may appear. Look for the green check box for the Active Supplier name.



✓ **OAKLANDER HOTEL - AN AUTOGRAPH COLLECTION**

Supplier Number: 633176

Registration Status: None

Contract Party Types: Supplier

✗ **The Oaklander Hotel**

Registration Status: None

Three Types of Conferences & Events Contract Requests

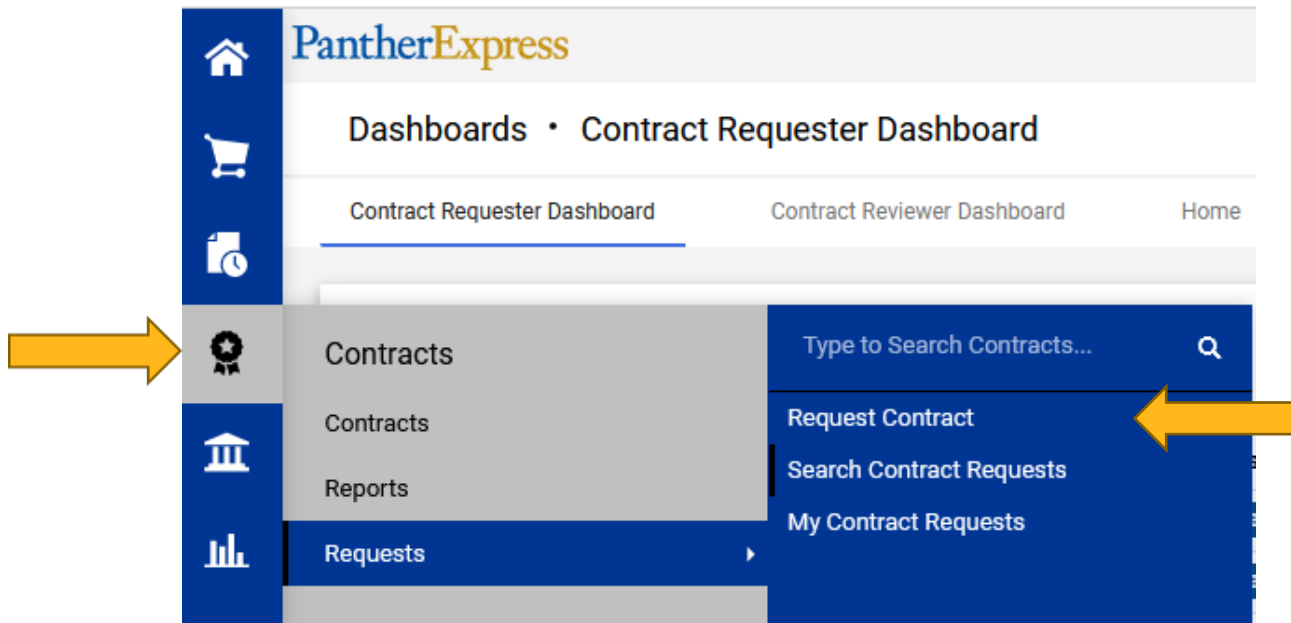
1. Conference & Event – Non-Hotel
2. Conference & Event – Hotel (Room Blocks/Conference Space)
3. Conference & Event – Signature Venue

Signature Venues and templates can be found here:

https://www.ppt.pitt.edu/purchasing-services/conferences-and-events#signature_venues

Steps to Create a C&E Contract Request

Select Contracts → Requests → Request Contract



Steps to Create a C&E Contract Request

Select Conference & Event

Create Contract Request ×

Contract Request Name ★

Select a Contract Request Template ★

- Conference & Event
- Contract Request
- Software Agreement

★ Required

Submit Close

Note Preferred Naming Convention

Select New Contract

Instructions

Details

Attachments - Upload sup... 0

Questions ✓

General Information ✓

Risk Questionnaire ✓

Review and Complete

▼ **General Information**

What is this request for? ★

▼

- New Contract
- Amendment
- Terminate an existing contract

Conference & Event – Non-Hotel

Supplier Name - MM/DD/YYYY

Form Number: 845841
Request Status: Incomplete

Instructions
Details
Attachments - Upload sup... **0**
Questions ✓
General Information ✓
Risk Questionnaire ✓
Review and Complete

Discussion
Contract Request Workflow

Questions - General Information

▼ **On This Page**

- [General Information \(22\)](#)
- [Second Party Details \(Supplier\) \(9\)](#)

▼ **General Information**

What is this request for? *

What type of contract are you requesting? *

Is the amount of this contract over \$10,000? * ⓘ

Yes No

Contract Amount

USD

Has the supplier provided a contract document to be used? *

Yes No

Stop! Save changes and add UNSIGNED contract to the Attachments page. Check this box when completed. *

Attachments uploaded.

Conference & Event – Hotel (Room Blocks/Conference Space)

The image shows a web interface for creating a contract request. On the left is a vertical sidebar with icons and menu items: Instructions, Details, Attachments - Upload sup... (with a green circle containing '0'), Questions (with a checkmark), **General Information** (with a checkmark), Risk Questionnaire (with a checkmark), Review and Complete, Discussion, and Contract Request Workflow. The main content area is titled 'General Information' and contains three required fields (marked with a star):

- 'What is this request for? *' with a dropdown menu showing 'New Contract'.
- 'What type of contract are you requesting? *' with a dropdown menu showing 'Conference & Event - Hotel (Room Blocks/Conference space)'. A yellow arrow points to this dropdown.
- 'Will this contract be for? *' with a dropdown menu that is open, showing options: 'Conference Space', 'Hotel Room Blocks', 'Hotel Room Blocks & Conference Space', 'N/A - Non-Hotel', and 'N/A - Signature Venue'. A yellow arrow points to the 'Conference Space' option. Below the dropdown is a 'USD' label and a search bar with the text 'Type to filter...'.

All contracts with any hotel, regardless of dollar amount, must be sourced/negotiated through Anthony Travel – this includes reserved event space.

Conference & Event – Signature Venue (Greater than \$10,000)

The screenshot shows a web interface for submitting a contract request. On the left is a navigation sidebar with icons for Details, Attachments (0), Questions, General Information, Risk Questionnaire, Review and Complete, Discussion, and Contract Request Workflow. The main content area is titled 'General Information' and contains the following fields:

- 'What is this request for? *' with a dropdown menu set to 'New Contract'.
- 'What type of contract are you requesting? *' with a dropdown menu set to 'Conference & Event - Signature Venue'.
- 'Is the value of this Signature Venue contract greater than \$10,000? *' with radio buttons for 'Yes' (selected) and 'No'.
- A confirmation text: 'Please confirm that the Signature Venue agreement is the same as the template found on the Signature Venue section of the following webpage: www.ppt.pitt.edu/purchasing-services/conferences-and-events. *' with a checked checkbox for 'Once confirmed please attach the UNSIGNED agreement on the attachments page.'
- 'Contract Amount' with a text input field containing '12,000.00' and a 'USD' label.

Two yellow arrows point to the 'Yes' radio button and the 'Once confirmed please attach the UNSIGNED agreement...' checkbox, highlighting these requirements.

Signature Venue contract requests greater than \$10,000 must be submitted to Purchasing Services with the contract **UNSIGNED**.

Conference & Event – Signature Venue (Less than \$10,000)

▼ General Information

What is this request for? *

New Contract

What type of contract are you requesting? *

Conference & Event - Signature Venue

Is the value of this Signature Venue contract greater than \$10,000? *

Yes No

Please confirm that the Signature Venue agreement is the same as the template found on the Signature Venue section of the following webpage:
www.ppt.pitt.edu/purchasing-services/conferences-and-events. *

Once confirmed please attach the EXECUTED agreement on the Attachments page

Contract Amount

5,000.00

Signature Venue contract requests less than \$10,000 must be submitted to Purchasing Services on the contract previously negotiated template **EXECUTED** by both the Signature Venue and the department approver.

Second Party Information

Authorized Supplier Signer

The information provided in these fields is used to route the contract to the supplier for signature.

Supplier/Provider Signer Name: ★



Supplier/Provider Signer Email Address ★



Supplier/Provider Signer Title ★



Supporting Documentation

1. Certificate of Liability Insurance (COLI).
2. Directed Sole Source Justification Form (DSSJF) for contract amounts greater than \$10,000.
3. W-9 and Supplier Verification Form for new suppliers. This will route to Payment Processing for supplier approval.
4. Tax-exempt Form to be provided to supplier.
<https://www.ppt.pitt.edu/payments-taxes/state-tax-exemption-and-w-9>

Certificate of Liability Insurance

The following scenarios require that a Certificate of Liability Insurance (COLI) be attached to the contract request:

- **Events on Campus (including a supplier making deliveries):** A COLI is required from the supplier that 1) Names the University as both the Certificate Holder AND as the Additional Insured as "The University of Pittsburgh of the Commonwealth System of Higher Education and its trustees, officers, agents and employees as additional insureds to the extent permitted by law" AND 2) The coverages must meet the Minimum Insurance Requirements on the Office of Risk Management's Website. <https://www.risk.pitt.edu/insurance/minimum-insurance-requirements-contracts>
- **Events where alcohol will be served, including cash bars:** A COLI is required from the supplier that: 1) Names the University of Pittsburgh of the Commonwealth System of Higher Education as the certificate holder (in the bottom left) AND as the Additional Insured as "The University of Pittsburgh of the Commonwealth System of Higher Education and its trustees, officers, agents and employees as additional insureds to the extent permitted by law" 2) Evidences \$1 million in liquor liability insurance either separately or within the general liability policy, and will need to be obtained and attached.
- **Events with direct contact with minors, risky activity, HIPAA & CyberSecurity:** PII information, education records covered by FERPA, protected health information (PHI) covered by HIPAA, or payment card information, Purchasing Services will reach out to the contract requester to explain what attachments are needed. Additional \$5M in excess coverage is required (\$10M for fireworks).

Certificate of Liability Insurance Example

Client#: 424931 5355TH DATE (MM/DD/YYYY) 2/06/2020

ACORD. CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTRACT NAME: I	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	COVERAGE	LIMIT
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			03/31/2019	03/31/2020	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Per occurrence)	\$100,000
						MED EXP (Any one person)	\$0
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
						COMBINED SINGLE LIMIT (Per occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	03/31/2019	03/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	\$1,000,000
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE - SA EMPLOYEE	\$1,000,000
						E.L. DISEASE - POLICY LIMIT	\$1,000,000
A	Liquor Liability			03/31/2019	03/31/2020	Aggregate	\$2,000,000
						Occurrence	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: University of Pittsburgh, 4200 Fifth Ave., Pittsburgh, PA 15260

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE:

Supplier Name



Effective Dates



Insurance Coverages



Liquor Liability



Additional Insured



Certificate Holder



Directed or Sole Source Justification Form

All DSSJFs must be submitted on the new form released October 1.

Link: <https://www.ppt.pitt.edu/help-training/forms>

The following fields must be completed:

- Description of Product and/or Service
- Name of Supplier
- Please select the reason for recommending the above-named supplier
- Additional Information (Required Irrespective of Reason Selected)
- Other Suppliers Contacted (if applicable)
- Authorization
 - The Requestor and the Requestor's Primary Supervisor must co-sign this form.
 - Requestor and Requestor's Primary Supervisor names and titles must be printed on the form.
 - Both Requestor and Approver must have a completed Annual Conflict Disclosure in the MyDisclosures Database.
 - Approver must be the Requestor's Primary Supervisor in MyDisclosures Database.
 - Must be signed and dated either by hand, or via DocuSign or Adobe. Copies of signatures or typed cursive font will not be accepted.

Signing Contracts

Do Not Sign the Contract

- Unless it is a Signature Venue **AND** less than \$10,000.
- Individuals/Departments do not have signing authority to obligate the University contractually. Whenever you are asked to sign a supplier's contract, regardless of the cost, you must obtain signatures from Purchasing Services prior to the event.
- This includes e-commerce websites where the requester clicks a link to reserve space.
 - Contact the supplier and request a contract.
 - Example: City of Pittsburgh

Making Payments

Do Not Pay Any Deposits Before the Contract is Fully Executed

- Status of the contract will be –“Executed: In Effect”.
- Once the contract is fully executed, the department can create a contract payment against the contract or use a OneCard to pay all invoices associated with the contract.
- The same payment method must be used throughout the duration of the contract. For example, if you pay a deposit with your OneCard, you must pay the balance of the contract with your OneCard.
- Do not complete credit card information on the Credit Card Authorization form until you have a fully executed contract and are ready to submit payment. This will reduce the number of people who have access to your credit card number.

Communication in Contracts+

It is best practice to keep communication regarding the contract in Contracts+.

Contract Request → Discussion Post → Start New Thread or Reply to Thread

The screenshot shows the 'Discussion' section of the Contracts+ interface. At the top, the word 'Discussion' is displayed in bold, followed by a dropdown menu labeled 'Form Request Actions'. Below this, a yellow button labeled 'Start New Thread' is highlighted with a large orange arrow pointing to it from the left. Further down, a grey box contains a dropdown menu with 'DSSJF' selected, followed by the text 'Type message here.'. Below the text input area, there are two buttons: 'Edit' and 'Reply To This Thread'. The 'Reply To This Thread' button is highlighted with a large orange arrow pointing to it from the left.

Keep all communication regarding a topic together in the discussion post by selecting Reply to This Thread.

Communication in Contracts+

Fill in all required fields for your message. Here you can add attachments. Tag a name in the “Send Notification To” field.

The image shows a 'Post a New Message' dialog box overlaid on a 'Discussion' page. The dialog box has a title bar with a close button (X). The main content area contains the following fields and elements:

- Subject ***: A text input field containing 'DSSJF'. A yellow arrow points to this field.
- Message ***: A text area containing 'Type message here'. Below the text area, it says '4983 characters remaining'. A yellow arrow points to this field.
- Add Attachments**: A button with a plus sign icon. A yellow arrow points to this button.
- Send Notification To**: A field containing a tag 'Clites, Beth' with a close button (X) and a search icon (magnifying glass). A yellow arrow points to this field.

At the bottom of the dialog box, there are two buttons: 'Post Message' (highlighted in yellow) and 'Close'. A small asterisk and the word 'Required' are located at the bottom left of the dialog box.

Communication in Contracts+

It is best practice to keep communication regarding the contract in Contracts+.

Contract → Comments → Start New Thread or Reply to Thread

The screenshot shows a 'New Comment' dialog box with the following fields and elements:

- Subject ***: A text input field containing 'Out for Signature'.
- Message ***: A text area containing 'Type Message Here' with a character count of '4983 characters remaining'.
- Send Notification To**: A dropdown menu showing 'McElligott, Jessica' with a search icon and a close button (X).
- Buttons**: 'Save' (yellow) and 'Close' (grey) buttons.
- Footer**: A note '* Required'.

A yellow arrow points to the search icon in the 'Send Notification To' dropdown.

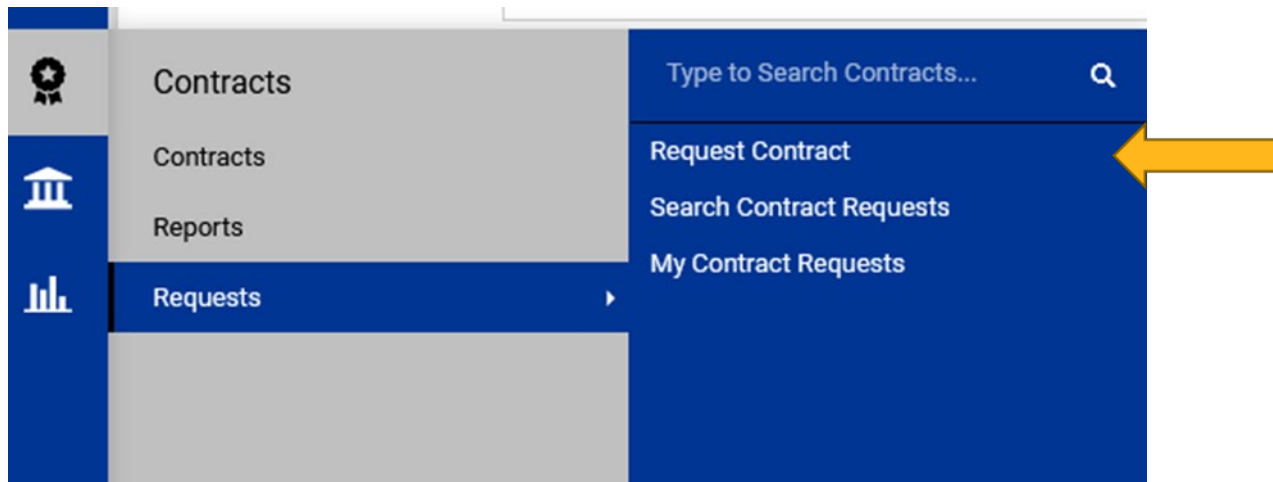
Amendments

Amendments should be requested for the following instances:

- Increase in the amount of the contract.
 - Provide an invoice or documentation from the supplier.
 - Do not submit an Amendment Request if the final amount is less than the original amount of the contract.
- Change in date of event.
- Adding services you want documented.
 - Examples: adding security guards which increases the value, changing rooms in the venue.

Steps to Create an Amendment Request

Select Contract → Requests → Request Contract



Steps to Create an Amendment Request

Select Conference & Event

Create Contract Request ×

Contract Request Name ★

Select a Contract Request Template ★

- Conference & Event
- Contract Request
- Software Agreement

★ Required

Note preferred naming convention

Select Amendment

Details

Attachments - Upload sup... 0

Questions ✓

General Information ✓

Risk Questionnaire ✓

Review and Complete

▼ **General Information**

What is this request for? ★

What is this request for? ★

- New Contract
- Amendment
- Terminate an existing contract

Steps to Create an Amendment Request

Reference Existing Contract Number

Questions ✓	Amendment ▼
General Information ✓	What is the existing contract number? *
Risk Questionnaire ✓	<input type="text" value="FY20XX-XXXXX-CONF"/>
Review and Complete	

Provide Details

Additional Details:

Request to add \$500 to Contract Amount to cover five guests added to event at \$100 each. This increases the current total from \$1,000 to \$1,500.

1854 characters remaining

Attach any supporting documents including an invoice and DSSJF if contract value increased to over \$10,000.

After the Fact Contract Requests

After the Fact Contract Requests are requests that are submitted to Purchasing Services in Contracts+ after the event has occurred.

- After the Fact contract requests are not a priority for processing. They will be processed after requests that are submitted in a timely manner.

Soiree & Dreadnought Wines

Soiree Partners and **Dreadnought Wines** are licensed separately in the state of Pennsylvania. Thus, they are required to invoice and be paid separately. Due to these requirements, departments should create one contract request. If both companies are providing services, Purchasing Services will create a second contract request.

Soiree Partners is licensed in Pennsylvania to transport alcohol. Soiree Partners purchases spirits and some wine directly from the Pennsylvania Liquor Control Board (PLCB) stores, beer through local wholesale distributors, and most wine from a sister company, Dreadnought Wines.

Dreadnought Wines is a wine importer and distributor. Dreadnought works within the PLCB's Special Liquor Order (SLO) system and is legally permitted to sell to the public and process each order through the SLO system.

Soiree & Dreadnought Wines

Important Facts

- Soiree and Dreadnought require payment at least three weeks in advance to place orders. Please allow additional time when placing contract requests for these companies.
- Please submit one request under the name SOIREE PARTNERS, LLC and Purchasing Services will create a second contract request under the name DREADNOUGHT IMPORTS, LTD if contracting with both companies.
- When submitting your contract request, please include the spreadsheet invoice provided by Soiree.
- Currently, Soiree and Dreadnought have a COLI on file with us. It does **not** meet the Minimum Insurance Requirement for a vendor delivering to campus. It is a department decision to risk accept the COLI if choosing to contract with these companies.

Conferences & Events FAQs

What delays my contract request?

- Incorrect/incomplete/missing supporting documentation
- Not responding to discussion posts
- Rush requests
- Inactive supplier selected
- Incorrect supplier signer information
- Insufficient contract request amount
- Request awaiting department approval
- Quality of documentation
- Include all documents referenced in contract

Conferences & Events FAQs

How far in advance should I submit my request?

- Requests for new suppliers should be submitted at least 14 business days in advance of needing payment.
- Requests for existing suppliers should be submitted at least 7 business days in advance of needing payment.
- Soiree/Dreadnought contract requests should be submitted at least 4 weeks prior to event. They require payment 3 weeks prior to event.
- Hotel requests should be submitted at least 4 weeks in advance.

What is the policy for rush requests?

- Rush requests should be the exception, **NOT** the norm. Keep in mind when submitting a rush request, your rush is delaying the request of another department who submitted in a timely manner.

Please keep in mind, there are certain times of the academic year that are busier than others. The processing time frame may be extended during these periods.

Conferences & Events FAQs

What does it mean to risk accept a COLI?

If a COLI does not meet the University guidelines, a department can make the business decision to risk accept the COLI. The department will then assume responsibility should an incident occur during their event.

How do I find my contract from the contract request?

Form Number: 9839586
Request Status: Completed
Contract: [FY2024-21588-CONF](#)

 Click this link

How do I find the signature status of my contract?

PantherExpress

Contract ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 ❤️ 11

Contracts ▾ Contracts ▾ Search Contracts

Contract Details	Signing Order	Status	Track	Sent	Viewed	Signed	Email	Mobile Phone Number	Title	Contract Party
Contract Details ✓	1	Completed		8/31/2023 1:51:32 PM	8/31/2023 2:00:47 PM	8/31/2023 2:00:57 PM	Melissa Frisiras maf303@pitt.edu	-	Assistant Director, Purchasing Services	University of Pittsburgh
Amendment Details Only ✓	2	Completed					Phil Lucostic plucostic@oglebay.com	-	Sales Manager	OGLEBAY RESORT AND CONFERENCE CENTER
Risk Questionnaire ✓										
Commodity Codes										
Alternative/Fallback Lang... 0										
Attachments 8										
Obligations 0										
Review Rounds 0										
eSignature 2										

Conferences & Events FAQs

How can I see where my contract is in the workflow?

Oglebay 2024

Form Number: 9839586
Request Status: Completed
Contract: FY2024-21588-CONF

Instructions

Details

Attachments **6**

Questions **✓**

- General Information **✓**
- Hotel Room Block Details **✓**
- Hotel Conference Details **✓**
- Anthony Travel Use Only **✓**
- Risk Questionnaire **✓**

Discussion

Contract Request Workf... **★ Required**

Contract Request Workflow

Show skipped steps

Orientation: Horizontal

Submitted 8/10/2023 3:32 PM

Department Review Approved ✓
✓ Derek McDonald

Anthony Travel Review Approved ✓
✓ Allison Jones

Department Approval Approved ✓
✓ Derek McDonald

Request Approval Approved ✓
✓ Beth Clites

Completed 8/31/2023 10:25 AM

Where do I find the fully executed agreement?

Attachments

Contract was fully executed via eSignature on 9/5/2023.

[Fully Executed Contract](#) (606 KB)

Click this link

Resources

Purchase, Pay & Travel: <https://www.ppt.pitt.edu/>

PantherExpress SharePoint site:

<https://pitt.sharepoint.com/sites/purchasepaytravel/pantherexpresssystem/SitePages/Request-a-Contract.aspx>

PPT Customer Service: <https://www.ppt.pitt.edu/help-training/contact-us>

Visit the website to submit an inquiry OR 412-624-3578 (4-3578 or “HELPU”)

Office of Risk Management: <https://www.risk.pitt.edu/>

Conflict of Interest MyDisclosures: <https://www.coi.pitt.edu/mydisclosures>

Beth Clites: bac118@pitt.edu

Jessica McElligott: jem552@pitt.edu

Allison Jones (Anthony Travel): AllisonJones@anthonytravel.com



QUESTIONS