Buyer receives contract from supplier that needs signature.
Sends to BF-Pur-Agreements

2. T&C review by bf-pur-agreements
   ~ 5 - 7 business days, 2 - 3 if urgent/rush

3. Legal reviews & modifies contract.
   Sends modified, Signed contract, Back to Buyer

4. Buyer emails contract To vendor

5. [Diagram]

Contracts are required for data security when, but not limited to, student data (FERPA), payment card information (PCI) or protected health information (PHI) is accessed or stored either electronically or physically (on-site contractor) by a service or product.

Please refer to OCIO’s Institutional Data Policy for requirements
https://ocio.osu.edu/policy/policies/idp