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|  | | | | | | | | | | | | | | | **CONTRATO N° DE** | | | | | | | | | | | | |
| **PROCESO RESPONSABLE / ORDENADOR DEL GASTO:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vicerrectoría Administrativa y Financiera | | | | |  | Vicerrectoría  Académica |  | | | Vicerrectoría de  Investigaciones | | | | | | | |  | | Dirección de Interacción Social | | | | | | |  |
| **DEPENDENCIA O CONVENIO:** | | | | | | | | **CONTRATISTA:** | | | | | | | | | | | | | | | | | | | |
| **RESPONSABLE** | | **N°** | **DOCUMENTOS** | | | | | | | | | | | | | | | | | | | | | **V.B.** | | |
| **ETAPA PRECONTRACTUAL** | Área solicitante | 1 | FDE.VA-10 Estudio de Conveniencia y Oportunidad | | | | | | | | | | | | | | | | | | | | |  | | |
| 2 | FDE.VA-11 Solicitud para Ordenes de Prestación de Servicios | | | | | | | | | | | | | | | | | | | | |  | | |
| 3 | FDE.VA 31 Acta de Estudio de Idoneidad y Experiencia | | | | | | | | | | | | | | | | | | | | |  | | |
| 4 | FDE.VA 07 Solicitud de Disponibilidad Presupuestal | | | | | | | | | | | | | | | | | | | | |  | | |
| 5 | Hoja de vida (Formato único DAFP) y soportes | | | | | | | | | | | | | | | | | | | | |  | | |
| 6 | Cedula de ciudadanía | | | | | | | | | | | | | | | | | | | | |  | | |
| 7 | Documento que acredite haber definido su situación militar (si aplica) | | | | | | | | | | | | | | | | | | | | |  | | |
| 8 | Certificación bancaria para efectos del pago | | | | | | | | | | | | | | | | | | | | |  | | |
| 9 | Tarjeta profesional (Si aplica) | | | | | | | | | | | | | | | | | | | | |  | | |
| 10 | Certificado de Antecedentes Fiscales (Contraloría) | | | | | | | | | | | | | | | | | | | | |  | | |
| 11 | Certificado de Antecedentes Disciplinarios (Procuraduría) | | | | | | | | | | | | | | | | | | | | |  | | |
| 12 | Certificado de Antecedentes judiciales (Policía Nacional) | | | | | | | | | | | | | | | | | | | | |  | | |
| 13 | Certificado del sistema de registro nacional de medidas correctivas RNMC (policía nacional) | | | | | | | | | | | | | | | | | | | | |  | | |
| 14 | Certificados de afiliación al Sistema de Seguridad Social | | | | | | | | | | | | | | | | | | | | |  | | |
| 15 | Examen de actitud ocupacional | | | | | | | | | | | | | | | | | | | | |  | | |
| 16 | RUT | | | | | | | | | | | | | | | | | | | | |  | | |
| 17 | Protocolo de Viabilidad Económica (Seminarios) | | | | | | | | | | | | | | | | | | | | |  | | |
| 18 | Control de seminarios de educación continua | | | | | | | | | | | | | | | | | | | | |  | | |
| Revisión de documentos | **Nombre de Responsable o firma** | | | | | | | |  | | | | | | | | | | | | | | | | |
| **Fecha y hora** | | | | | | | |  | | | | | | | | | | | | | | | | |
| G. presupuestal y contable | 19 | Disponibilidad presupuestal | | | | | | | | | | | | | | | | | | | | |  | | |
| **Nombre de Responsable o firma** | | | | | | | |  | | | | | | | | | | | | | | | | |
| **ETAPA CONTRACTUAL** | Contratación | 20 | Contrato | | | | | | | | | | | | | | | | | | | | |  | | |
| 21 | FDE.VA-25 Acta de Inicio | | | | | | | | | | | | | | | | | | | | |  | | |
| 22 | FDE.VA-28 Designación de supervisor o Interventoría | | | | | | | | | | | | | | | | | | | | |  | | |
| Contratación    Convenios  Posgrados  Educación continua | **Trámite de Pago** | | | | | | **1** | | | **2** | **3** | **4** | | **5** | **6** | | **7** | | **8** | **9** | **10** | **11** | | **12** | |
| 23 | FDE.VA-13 Informe de actividades / constancia de cumplimiento.  Y  Soportes correspondientes | | | | |  | | |  |  |  | |  |  | |  | |  |  |  |  | |  | |