

Contract Administration CheckList

CONTRACT NAME: _____ UHV CONTRACT #: _____

_____ Standard _____ Non-Standard

LEGAL # _____

_____ Contract, Worksheet or Request received (Date) _____ from _____

_____ Verify Vendor Status with State of Texas Comptroller _____ (Not on Vendor Hold) _____

_____ Contract Prepared (Date) _____ File Located: Q: Contracts\2004 Contracts\

COMMENTS: _____

_____ Contract sent to Director for Review (Date) _____ Accounts Payable (Date) _____

_____ Contract sent to Legal for Approval (Date) _____ Received Date _____

_____ Copy of memo to Legal to Tracy in President Office _____ Notify when returned _____

_____ Contract & Monitoring Acknowledgement Form sent to Department for Review and/or Signature _____

_____ Contract & Monitoring Acknowledgement Form received back in Business Services (Date) _____

_____ Contract sent to Vendor for Execution (Date) _____

_____ Executed contract received from Vendor (Date) _____

_____ Distribution of Contract to:

_____ Copy to Department (Date) _____

_____ Copy to Legal (*If reviewed by Legal send copy of executed contract*) Date: _____

_____ Original Filed in Business Services Contract Drawer _____ Logged on Spreadsheet

_____ Original to Vendor

_____ Complete Purchase Requisition (Date) _____

_____ Contract over \$14,000 reported to LBB within 10 days _____
