



UNTHSC Purchasing Contract Review and Routing Process

Questions?

Office of Contract Administration (OCA) 817-735-2945

UNT System Business Support Services Procurement Services Toll Free 855-868-4357

Office of General Counsel (OGC) 940-565-271

Initiating department's Contract Liaison reviews contract



The contract and all supporting contract documents are uploaded to an ePro Requisition created by initiating department and submitted electronically

The contract and all supporting contract documents are submitted to the Office of Contract Administration (OCA) through Total Contract Manager (TCM), the contract lifecycle management system for UNTHSC business contracts administered by the Office of Contract Administration.



Business Support Services (BSS) reviews requisition/PO for UNTHSC purchasing requirements and forwards approval to OCA

OCA creates a contract record in electronic contract database, reviews contract for approved language, determines approvers/signatories and begins the routing process

Continue routing contract to required approvers/signatories



Exempt from Legal Review?



Route to the Office of General Counsel (OGC) for review

Continue routing to required approvers/signatories



Are additional approvals required?



Route to additional approvers (i.e. IT, Safety, Compliance, Marketing)

Returns contract to OCA for revisions and further routing

OGC reviews and recommends changes if necessary

OCA obtains required signatures on contract document via electronic signature (when applicable) and provides copies of fully executed contract to Contract Liaison, BSS Buyer who issues the PO and external party).

OCA updates electronic contract database.

OCA and Contract Liaison monitor the contract and renew or close as needed.