

# UNTHSC Purchasing Contract Routing Procedures

---

## UNTHSC

### DEPARTMENT

- Submits contract and completed HSC Contract Routing Slip electronically to Purchasing with an ePro requisition for review and processing.
- Ensures routing slip is reviewed and approved by the Chair/Director of Department and Contract Liaison.

## UNT System

### BUSINESS SERVICE CENTER (BSC) PURCHASING

- Reviews and handles purchasing requirements.
- Approves contract routing slip and emails routing slip and contract to “HSC Contract Administration” ([contractadmin@unthsc.edu](mailto:contractadmin@unthsc.edu)).

## UNTHSC

### OFFICE OF CONTRACT ADMINISTRATION (OCA)

- Reviews routing slip, supporting documentation, and contract.
- Contacts department or vendor if necessary.
- Updates OCA Contract Database.
- If purchase contract **is exempt** from legal review, Director signs contract and standard addendum (if necessary).
- If purchase contract **is NOT exempt**, sends contract to Office of General Counsel (OGC) for legal review. Once received from OGC, routes to the required signatories.
- After approved by all signatories, sends contract and standard addendum (if necessary) to vendor for signature.
- Once received from vendor, emails PDF copy of executed contract to Carolyn Cross, Director of Purchasing for the UNT System Business Service Center, and to the Department.

## UNT System

### BUSINESS SERVICE CENTER (BSC) PURCHASING

- Dispatches PO to Vendor and includes a copy of the executed contract.

Contact: Office of Contract Administration 817-735-2945  
Website: <http://www.hsc.unt.edu/Sites/OfficeofContractAdministration/>

UNT System Business Service Center 855.868.4357 toll free