

## CONTRACT PROCEDURAL WORKSHEET

<u>Completed</u>	<u>Task</u>
1	_____ Review Baylor Policy regarding Contract Review, Execution and Administration
2	_____ Read the contract carefully to ensure:
	_____ • Compliance with Substantive Checklist
	_____ • Contract accurate reflects the business deal
	_____ • Documents are complete and include all exhibits, attachments, and/or any other documents mentioned in the contract
3	_____ If contract will require the expenditure of Baylor funds, ensure that expenditure is appropriate, funding is available, and lowest evaluated bid is accepted for contract formation
4	_____ If Baylor funds are to be expended, enter a Requisition to obtain a Purchase Order solely to encumber the budgeted money (a copy of the fully executed contract is to be attached to the Requisition)
	<u>OR</u>
	_____ Use Purchase Order process to purchase the goods or services without using this Contract. (The Purchase Order can be the understanding of the parties.)
5	_____ Ensure Office of Risk Management reviews any provisions relating to insurance
6	_____ Coordinate with the Office Responsible for the Subject Matter
7	_____ Coordinate with each supervisor between you and the Signature Authority
8	_____ Coordinate with any other office(s) that may be affected by the contract
9	_____ Provide two originals and one copy to the Office of General Counsel for legal review <sup>2</sup>
	Office of General Counsel obtains Baylor signatures
10	_____ Obtain signatures of other party to contract (If other party makes any changes to the contract after Baylor has signed, the contract must be rerouted to the person who signed the contract in order to accept or reject the changes).
11	_____ Administer the Contract
	_____ • Retain at least one copy of the contract to administer it
	_____ • Provide one original to the other party
	_____ • Provide one original to Baylor's Central Information Files
	_____ • Send one copy to Purchasing Office to attach to Purchase Order
	_____ • Send one copy to Accounts Payable Office to process payment
	_____ • Process for payment by Baylor if needed

<sup>2</sup>Required for any contract that is in excess of \$10,000 or if any provision limits or shifts liability for the activities related to the contract. Contracts under \$10,000 do not necessarily require legal review. Each department is responsible for obtaining appropriate Baylor signatures if review of the contract by the Office of General Counsel is not required.