

# TCM: Status Guide

## Overview

- This job aid is intended to define and describe the status of Contract Requests and Contract Records in TCM

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## I. Contract Request Status

<b>Under Review</b>	The Contract Request has been submitted and is under review by the Contract Manager (for requests for goods and services, the Business Officer for the requesting department will review the contract request prior to the Contract Manager).
<b>Approved</b>	The Contract Request has been approved by the Contract Manager. A contract record will be created from the approved request.
<b>Incomplete</b>	The Contract Request has not been finalized by the Contract Requester and has not been submitted for review and approval.
<b>Completed</b>	The Contract Request has been submitted, approved, and a contract record has been created from the approved request. A link to the contract record number will appear in the header of the Contract Request.
<b>Returned</b>	The Contract Request has been returned by the Contract Manager or Business Officer so that the Contract Requester can supplement or revise the request and re-submit.
<b>Rejected</b>	The Contract Request has been rejected and cannot be re-submitted. Approvers will only reject contract requests when Baylor will not proceed with the contract.

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## 2. Contract Record Status

**Draft**

**Draft:** This is the status of the contract record when it is first created, between review rounds, and before the contract is formally approved. The contract record can be 'checked out' and edited by the Contract Manager in this status.

**Internal Review**

**Internal Review:** The contract is in internal review with a Baylor stakeholder or approver. To view the details of the review round, click on the 'Review Rounds' tab.

**External Review**

**External Review:** The contract has been sent to a reviewer outside of Baylor. To view the details of the review round, click on the 'Review Rounds' tab.

**Pending Signature**

**Pending Signature:** The contract has been approved and is awaiting launch of e-signature by the Contract Manager.

**Out for Signature**

**Out for Signature:** The contract has been sent out for signature. To check on the signature status, click on the 'e-signature' tab of the contract record.

**Executed: Future**

**Executed: Future:** The contract has been fully executed but has yet to take effect (the start date of the contract has not passed)

**Executed: In Effect**

**Executed: In Effect:** The contract has been fully executed and is in effect (the start date of the contract has passed). The contract has not expired.

**Expired**

**Expired:** The contract end date has passed and the contract is no longer effective.

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**Superseded**

**Superseded:** The contract record has been superseded with another record by amendment or renewal.

**Terminated**

**Terminated:** The contract has been terminated and is no longer needed nor in effect.