This checklist is to assist your department in compiling a complete set of contract documents, prior to submission to the Department of Contract Administration. Contract related documents should follow the process below, prior to submitting your documents for review to the Contract’s office:

(Contracts related to research initiatives should be submitted to the Texas A&M University Division of Research, Commercialization & Community Outreach office).

**STEP 1:** Determine the type of contract:

- Expense (proceed to Step 2)
- Revenue (proceed to Step 3)
- Other (proceed to Step 4)

How do I know if the contract should be reviewed by the Contracts office? If your document has terms and conditions that commits TAMU-CC to a vendor or another party, you should forward it to us for review and signature.

Why can’t I sign the contract? The University System has a delegation of authority as to who may execute contracts, leases, etc on behalf of TAMU-CC. Please keep in mind that if you execute an agreement, lease, etc on behalf of the University, you may assume personal responsibility/liability for that agreement. [http://adminservices.tamucc.edu/contracts_hub_property/assets/Contracts%20New%20/Contract%20Delegation%202013.pdf](http://adminservices.tamucc.edu/contracts_hub_property/assets/Contracts%20New%20/Contract%20Delegation%202013.pdf)

If I want to buy software, or propose to enter into a contract that student information may be exchanged or released, is there anyone else I should check with? Yes, if the proposed contract indicates that the vendor could take custody of University confidential information, you are going to want to check with [http://it.tamucc.edu/informationsecurity/](http://it.tamucc.edu/informationsecurity/) to see if there are any specific requirements that will need to be communicated to the Contracts Department.

**STEP 2:** If your contract will have an expense associated with it and involves the procurement of goods and services, your department should first determine if the acquisition of the item requires a review by the Procurement and Disbursement office. Procurement guidelines can be found at [http://purchasing.tamucc.edu/](http://purchasing.tamucc.edu/).

Once this step has been completed, please proceed to **STEP 4**.

**STEP 3:** If your proposed contract will generate revenue to the University, please make certain that vendor selection is compliant with Procurement Guidelines. Once this step has been completed, please proceed to **STEP 4**.

**STEP 4:** Has the contract been initially reviewed by your Department Supervisor to ensure that the terms of the contract meet Departmental approval?

Are all items referred to in the contract (i.e. exhibits, attachments) included with the contract that you will be submitting to the Contracts office for review and signature?
Have the appropriate signatures on the Department of Contract Administration Transmittal Form been obtained?
Is the contact information for the other party included with the contract packet that is being sent to the Department of Contract Administration?

**Once Step 4 has been completed, your contract is ready to be sent to the Department of Contract Administration for review.**

Your assistance in ensuring that these items are resolved before the Department of Contract Administration reviews the contract will greatly assist our department in providing a timely review of your documents. If you have questions please email us at contracts@tamucc.edu or give us a call at 825-3918.

Sincerely,

Contract Administration Team