

Instructions for Completing the Contract Review and Approval Form

The 3-page Contract Review and Approval Form is used to document information regarding the contract that is being reviewed and approved. The first page contains general data regarding the contract and contains the Approvals box where the appropriate department and college representatives indicate their approval of the contract. The second page is used for comments regarding the contract. The third page records the certification made by the originating department and the central contract office that all requirements of the contract have been met.

The document is an interactive Word document that allows you to create and save your form. To enter the data, use your mouse and click the pointer inside the gray box for each piece of data. Then, type an appropriate response for each item.

This form will automatically fill in some fields based on data that you enter in previous fields. For example, the title that you enter on the first page will automatically appear on page 2 and 3 in the title fields on those pages. Note that you might need to go to the next field before the information will automatically appear.

The following fields automatically fill in later in the document:

- Date (see # 3, automatically fills in at 57 and 67 below);
- Title (see # 6, automatically fills in 56 and 66 below);
- Vendor # (see # 8, automatically fills in 59 and 69 below);
- Vendor Name (see # 9, automatically fills in 60 and 70 below);
- Responsible Fund # (see # 44, automatically fills in 58 and 68 below)

Note: The automatic filling-in may not occur immediately upon the entering in of the original field. However, by the time you have completed the first page, the fields on page 2 and 3 should be filled in.

Page 1

1. **Contract Number:** You may leave this field blank. All contract numbers are generated in IRIS, so the person who inputs the data into the Word document will not know the contract number.
2. **Created by:** Enter your name.
3. **On:** Enter the date that you are entering the data in the Contract Review and Approval Form.
4. **Phone Number:** Enter your UT office phone number.
5. **Return Instructions:**
 - a. **Pickup:** Pickup: If you want to pick up the contract by walking to the Contract Office (or having someone else pick it up), place an X in the Pickup box. Enter the name of person who will be responsible for picking up the contract. Then enter the phone number that should be used to contact the person responsible for picking up the contract.
 - b. **Mail to:** Enter the name of the person to whom the contract should be mailed. In the address field, enter the address where the contract should be mailed.
6. **Title:** Enter a concise and unique title for this contract. This title will automatically appear in fields # 56 and # 66. Note: when the new IRIS transaction goes live, you will be able to search for contracts based on their title.
7. **Description:** Enter a detailed description of the purchase to be made in connection with the contract.
8. **Vendor #:** Enter the IRIS vendor number, if known. Prior to the completion of the contract a valid IRIS vendor must be established for all payable contracts.

9. **Vendor Name:** Enter the vendor's name. If the IRIS vendor number was listed, please enter the name as shown in the IRIS vendor file.
10. **Federal ID #:** Enter the vendor's federal identification number if the vendor is a company.
Note: All vendors based in the United States should have a federal identification number, unless the vendor is an individual or a partnership. Federal ID #s (which are used for tax purposes) have the format of 12-3456789. **Do not enter an individual's Social Security Number.**
11. **Vendor Address:** Enter the vendor's address.
12. **Phone, Fax, Email:** Enter the vendor's phone number, fax number, and email, if known.
13. **Additional Vendor Info:** Enter additional information about the vendor in this field if needed.
14. **Effective Dates:**
- Start date:** Enter the start date of the contract. If you do not know the start date, please use 01/01/0001. If you use 01/01/0001, please explain in the *Date Comments* field why you used this date as the start date. If you need to enter additional data, enter that data in the *Description* field.
 - End date:** Enter the contract's end date if all options to extend are exercised. If the end date is not stated, the contract automatically renews until cancelled, or the end date is unknown, use "12/31/9999." If you use "12/31/9999," explain why you used this as an end date in the *Date Comments* field. If there is not enough space, enter additional information in the *Description* field.
15. **Amendment ?:** Enter the letter "X" inside the appropriate box to indicate whether this contract review form is for an amendment or not.
16. **Date Comments:** Enter any applicable comments regarding the start and/or end date of the contract. If you used the 01/01/0001 start date or the 12/31/9999 end date, please explain why these dates were used.
17. **Amendment #:** When entering information for a contract amendment, use this field to enter the numerical value representing the number of times that the contract has been amended.
18. **Original Contract #:** When entering information for a contract amendment, use this field to enter the UT contract number assigned to the original contract (i.e., the contract that is being amended).
19. **Title:** When entering a contract amendment, use this field to enter the title of the original contract (i.e., the contract that is being amended).
20. **Amount Type:** Enter the letter "X" inside the appropriate box (Payable, Receivable, Payable/Receivable, Payable %Based, Receivable % Based, or Zero Dollar) that correctly identifies the monetary nature of the contract or contract amendment.
21. **Payable Amount:** If the contract or contract amendment is classified as a payable contract, enter the monetary value that UT will pay the vendor under the terms of the contract. In the event the decision is to encumber the value of the contract, the amount in this field will be encumbered.
22. **Cumulative Payable Amount:** When entering a contract amendment, enter the total cumulative payable value of the original contract plus all amendments.
23. **Receivable Amount:** If the contract or contract amendment is classified as a receivable contract, enter the monetary value that the vendor will pay UT under the terms of the contract.
24. **Cumulative Receivable Amount:** When entering a contract amendment, enter the total cumulative receivable value of the original contract plus all amendments.

- 25. Net Amount:** If the contract has both payable and receivable amounts, enter the overall net amount of the contract.
- 26. Contingency ?:** Enter the letter "X" in the appropriate box to indicate whether this contract contains a contingency amount. A contingency amount is a defined dollar amount that one of the parties to the contract will have to pay only if a stated incident, such as a cancellation or loss, occurs.
For example, if the University is required to pay \$10,000.00 only if the University cancels the contract, then you would select "Yes" to indicate that the contract has a contingency. In this example, cancellation by the University may occur, but cancellation is not certain to occur. Therefore, payment of the \$10,000.00 cancellation fee would be a contingency.
- 27. Contingency Amount:** Enter the dollar amount of a contingency if there is a contingency.
- 28. Competitive Type:** Enter the letter "X" inside the appropriate box to identify how the vendor was selected for the contract: bid or non-competitive (sole source). Note: Non-bid purchases under \$5,000 are considered non-competitive even though an NCJ may not have been created.
- 29. # of Contract Copies:** Enter the number of copies that will be forwarded for signature.
- 30. Campus Delegated?** Use an "X" to indicate whether the authority to sign the contract is delegated to the campus per contract fiscal policy.
- 31. Non-comp Justification #:** If the vendor was selected using non-competitive methods and a non-competitive justification (NCJ) was completed, enter the number of the NCJ.
- 32. Title:** If there is an NCJ # associated with the contract, enter the title of the NCJ.
- 33. NCJ Approval ?:** If there is an NCJ associated with the contract, enter the letter "X" inside the appropriate box to indicate whether the NCJ for the contract has been fully approved in IRIS.
- 34. Approved Date:** If there is an NCJ associated with the contract and the NCJ has been fully approved in IRIS, enter the approval date of the NCJ, if known.
- 35. Create/Amend CPO:** "Yes" is defaulted for payable contracts. In general, Contract Purchase Orders (CPO) will be created for payable contracts.
- 36. Existing Purchasing Req Nbr:** If there has been a purchase requisition created for this contract, enter the Purchasing Requisition Number.
- 37. Encumber Funds?:** Enter the letter "X" inside the appropriate box to indicate whether funds should be encumbered for this contract.
- 38. Existing Purchasing PO Nbr:** If a Purchase Order ("PO") has been created by the Purchasing Department for the goods or services in the contract, enter the existing PO number.
- 39. Paying Fund #:** Enter the fund number to be used for contract payments.
- 40. Name:** Enter the name of the paying fund.
- 41. Receiving Fund #:** If UT will receive money under the contract, enter the number of the fund into which deposits will be made.
- 42. Name:** Enter the name of the receiving fund.
- 43. Invoiced by:** For a receivable contract, enter the name of the UT department or employee who is responsible for submitting invoices. If UT is not required to submit invoices, list the basis by which UT will receive the money.

- 44. Primary Responsible Fund #:** Enter the fund number of the department that is responsible for the contract. Note: This number will automatically appear in fields # 58 and # 68.
- 45. Name:** Enter the name of the primary responsible fund.
- 46. Funds Center #:** If known, enter the number of the department's funds center that will be responsible for this contract.
- 47. Name:** Enter the name of the department's funds center.
- 48. Add'l Fund #s:** If more than one fund will be used to pay (or receive) funds under the contract, or if other funds will have some responsibility regarding the contract, enter these additional fund numbers.
- 49. Fund Name:** Enter the names associated with the additional fund numbers.
- 50. Funds Center #:** If known, enter the numbers of the additional departments' funds centers associated with the additional fund numbers.
- 51. Funds Center Name:** Enter the name(s) of the associated departments' funds center numbers.
- 52. Personnel #:** If known, enter the UT Personnel # of the responsible person. "Responsible Person" is defined as the UT employee who is responsible for insuring UT obligations are met as specified in the contract.
- 53. Name:** Enter the name of the Responsible Person.
- 54. Approvals:** After completing the contract review form, obtain signatures from appropriate department and college approvers to indicate their approval of the contract.

Approval: This section will contain the handwritten signatures of the various UT administrators who sign the Contract and Approval Form to show their review and approval of the contract.

Title: This is the title of the UT administrator who signs the Contract Review and Approval Form.

Date: This is the date that the UT administrator signs the Contract Review and Approval form.

Page 2

- 55. Contract Number:** You may leave this field blank.
- 56. Title:** The same title as # 6 above will automatically appear in this field.
- 57. Date:** The same date as # 3 above will automatically appear in this field.
- 58. Responsible Fund #:** The same fund number as in # 44 above will automatically appear in this field.
- 59. Vendor #:** The same vendor number as # 8 above will automatically appear in this field.
- 60. Vendor Name:** The same vendor name same as # 9 above will automatically appear in this field.
- 61. Comments:** **Enter any comments about the contract.** You may leave this field blank.

Leave the following fields (#62 – 6) blank. These will be completed by hand during the review process. Continue to # 67.

62. Additional Comments: Leave this field blank. This section is for comments that are added during the review process.

63. Treasurer's Office Comments: Leave this field blank. This section will be used by individuals in the Treasurer's Office during the review process.

64. General Counsel's Comments: Leave this field blank. This section will be used by individuals in the Office of the General Counsel.

Page 3

65. Certification of Contract No.: You may leave this field blank.

66. Title: The same title as # 6 and # 56 above will automatically appear in this field.

67. Date: The same date as # 3 and # 57 above will automatically appear in this field.

68. Responsible Fund #: The same fund number as in # 44 above will automatically appear in this field.

69. Vendor #: The same vendor number as # 8 and 59 above will automatically appear in this field

70. Vendor Name: The same vendor name same as # 9 and 60 above will automatically appear in this field.

71. Topic and Certification Questions: This area is for the individuals in the Originating Office and Contract Office who are responsible for making the proper certifications. These individuals must carefully read the certifications and certify the sections by writing their initials in the blocks included on the form.