Contract Administration is located in the North Office Annex II
Phone: (281) 283-2150

Hours ~ Fall & Spring:
8:00 a.m. to 5:00 p.m. Monday through Friday

Hours ~ Summer (mid-May through mid-August):
8:00 a.m. to 5:00 p.m. Monday through Thursday
8:00 a.m. to noon on Friday
PROCUREMENT & PAYABLES
and
CONTRACT ADMINISTRATION

PROCUREMENT DEPARTMENT
Vacant
Heather German
Tripti Das

Director, Procurement & HUB Activities
Procurement Specialist I
Procurement Assistant

PROCUREMENT & PAYABLES
Debra Carpenter, CTPM
Alicia Gookin

Executive Director, Procurement & Payables
Senior Staff Assistant

CONTRACT ADMINISTRATION
Catina Chapman
Patti Bozeman, CTCM, CTPM

Senior Contract Administrator
Contract Administration Specialist

Revised 2/6/18
## UHCL PROCUREMENT PROCEDURES

<table>
<thead>
<tr>
<th>Budget Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500</td>
<td>Department places orders directly with vendor. Department pays with voucher or procurement card. Procurement will not accept purchase requisitions unless required by vendor.</td>
</tr>
<tr>
<td>$501 - $1,000</td>
<td>Department has the option to place orders using the procurement card, voucher or requisition.</td>
</tr>
<tr>
<td>$1,001 - $5,000</td>
<td>Department prepares purchase requisition. Procurement places order and no bids are required. However, Procurement has the option to bid.</td>
</tr>
<tr>
<td>$5,001 - $25,000</td>
<td>Department prepares purchase requisition. Procurement does informal bid.</td>
</tr>
<tr>
<td>$25,001 plus</td>
<td>Department prepares purchase requisition. Procurement does formal bids and places on state ESBD website.</td>
</tr>
</tbody>
</table>
UHCL CONTRACT
PROCUREMENT PROCEDURES

$0 - $5,000  Department works directly with vendor to develop contract. Contract Administration does not require prior notification unless vendor requires the use of their own contract form. No bid is required.

$5,001 plus  If the amount paid for the goods or services will be more than $5,000, notify Contract Administration prior to execution of any contract documents. A bid may be required for these goods or services.

$25,000 plus  If the amount paid for the goods or services will be $25,000 or more, notify Contract Administration prior to execution of any contract documents. ALL contracts (including standard agreements) must be sent to Office of the General Counsel (OGC) for review.
Do I need to prepare a contract or process a purchase requisition?
DO I NEED A CONTRACT?

A contract is required if the subject matter involves:

- human performance that renders a service to the University.
- an event that requires facilities, catering or other service to the University.

Examples: speaker, performer, catering
DO I NEED A PURCHASE ORDER?

A purchase order is used when the deliverable is a tangible product.

Examples: office supplies, furniture, copier
A contract is an agreement between two or more persons that creates an obligation to do or not to do a particular thing.
TYPES OF CONTRACTS

- **Purchase Orders**
  
  **NOTE:** A purchase order is a formal contract. However, if the vendor requires UHCL to sign a separate agreement, then that agreement should be sent to the OGC for review and approval. Submit the purchase requisition and upload the *unsigned* agreement behind it.

  *The legal review process takes approximately 6-8 weeks.*

- **Standard Agreements**

- **Non-Standard Agreements**
A standard agreement is an agreement that has been approved by the Office of the General Counsel.

These agreements contain the OGC form number and approved date in the footer of the contract form.

Standard Agreements available on the Contracts web page:

- Standard Purchasing Agreement for Services provided TO UHCL
- Performer Agreement
- Speaker Agreement
- Affiliation Agreement for a Field Practicum or Internships
- Interagency Cooperation Agreement
- Interlocal Cooperation Agreement
- Services Agreement for Services provided BY UHCL (Revenue Contract)
HOW CAN YOU TELL IF THE CONTRACT IS AN APPROVED FORM?

These agreements contain the OGC contract number and revision date in the footer of the contract form.
ALL non-standard agreements or contracts between the UHCL and another party should be sent to the OGC for review and approval, even if it is a zero dollar contract. Zero dollar does not mean zero liability (examples: loan of equipment and internship agreements).

Standard agreements for $25,000 or more between the UHCL and another party should be sent to the OGC for review and approval.

NOTE: These agreements should be submitted unsigned to Contract Administration along with the OGC coversheet. Contract Administration will route all documents requiring legal review to the OGC.
ALL Services (revenue) agreements must be approved by the UH System tax office prior to execution.

These agreements should be submitted to Contract Administration along with the Revenue Contract coversheet. Contract Administration will route all documents to the tax office for approval.
PLAN AHEAD

The time required to process a contract varies.
UHCL CONTRACT AUTHORITY

No person has the authority to bind the University contractually except in accordance with:

- Board of Regents Policy 55.01
- System Administrative Memorandum 03.A.05

These policies are available on the Contracts web page.
INDIVIDUAL LIABILITY

- Employees may not approve the purchase of goods, services, or make other commitments in the absence of a properly authorized contract.

- Contractors and employees proceed at their own risk if they initiate performance without the appropriate approvals from the OGC and the appropriate University or System officials.
CONTRACT ADMINISTRATION
WEB PAGE

➤ Contract Training Documents
➤ Standard Agreements
➤ Non-Standard Agreements
➤ Miscellaneous Forms
➤ Miscellaneous Information
➤ Processing Payments on Contracts
➤ UHCL Campus-Wide Contracts
If yes… submit a contract requisition to encumber funds and receive a contract number.
REQUISITION CHECKLIST:

1. Prepare contract and obtain contractor’s signature.
2. Enter contract requisition in PeopleSoft. Approve and budget check the requisition. Print the requisition coversheet.
3. Obtain the required signatures on the requisition coversheet and the contract document(s).
4. Scan the fully executed contract with all supporting documentation and upload it to the contract requisition.
5. Enter the contract requisition into workflow.
6. Contract Administration processes the requisition and issues a contract number.

Full instructions for submitting contract requisitions through workflow can be found in the Training Documents section of the Contract Administration web page.
Please call Contract Administration at 281-283-2150 if you have questions.