

## Processing a Purchase Requisition with Ts & Cs using the Standard Contract Addendum (SCA)

For every purchase (non-standard agreement or Ts&Cs attached to a quote), you should always ask your vendor if they will sign UHCL's Standard Contract Addendum (SCA), no matter the amount. It is not required that they sign but you should always ask.

### If the purchase is \$25,000 or less:

If the vendor will sign the SCA without changes, we can process the purchase without sending to legal. If the vendor will sign but would like to make changes to the SCA, we must send their request to legal for approval.

### If the purchase is over \$25,000:

If the vendor will sign the SCA without changes, we must send to legal for approval, but the review process will be processed more efficiently due to their agreement with the SCA terms. If the vendor will sign but would like to make changes to the SCA, we must send their request to legal for approval.

Even if the vendor requests changes to the SCA, the review process will still be more efficient due to the fact that our attorneys will be aware of the terms the vendor has issues with and can address those specifically.

If the vendor wants to make revisions to the SCA, they can mark them on the SCA if the changes are minimal. If there are a LOT of changes, ask that they send you a separate Word document with the requested changes since the SCA quickly becomes illegible with many changes.

**NOTE: UH System legal counsel does not allow access to unlocked versions of the standard forms. UHCL will send the vendor's requested SCA revisions along with the agreement (or quote with attached Ts & Cs) and the SCA when the documents are sent to legal for review.**

Once the department has either the signed SCA or the requested SCA revisions, they should attach the following to the purchase requisition:

- 1) Vendor's quote which contains the terms and conditions
- 2) Completed SCA – Enter “{Vendor's Name} Terms and Conditions” into the first blank field of the SCA and leave the K# field empty. Then scroll down to the signature block and select UHCL as the UH Entity and enter the vendor's name as the contracting party (see snip below).
- 3) Word doc containing the requested revisions to the SCA
- 4) OCA coversheet

<b>UNIVERSITY:</b>	<b>CONTRACTING PARTY:</b>
UH Entity/Campus: University of Houston - Clear Lake	Party Name:

If you have questions, please call the Procurement Department at Ext. 2150.