

Contract Routing Flowchart

Phase I

1
Department or Agency
drafts the contract
(1 set of originals per party)

2
Routing Sheet Signature
obtained from
Chair/Director/Supervisor

*Department
forwards contract
to Dean/Vice President
(in El Paso, Department
forwards contract to Legal)*

3
Routing Sheet Signature
obtained from
Dean/Vice President

Phase II

*Department/Dean/Vice Pres.
forwards contract
to Contracting Office*

4
Contracting Office
assigns contract number,
enters Routing Sheet data
into
Contract Tracking database

*Contracting Office
may forward contract
to Legal*

5
Legal Review
(in El Paso, 5 precedes 3)

Phase III

*Legal
forwards contract
to Executive Vice President*

6
Approval and Signature
by Executive Vice President

*Executive Vice President
returns contract
to Contracting Office*

7
If Agency has **not** signed,
Contracting Office mails
originals to Agency
to obtain executing signature
from the Agency.

8
When fully executed contract
is received by Contracting,
Notice of Distribution
with attached image files of
routing sheet and fully
executed contract
will be emailed to Department.