

# TIPS *from* Business Affairs



## 10 Contract Manager Responsibilities

Departments should ensure that all Institutional policies and procedures including purchasing requirements are met prior to submitting a contract for review and signature. The other party should *not* be authorized to proceed, nor should payment be approved, until the contract is fully executed (signed by all parties).

For further information, visit: [Contracting Services](#)

Send questions to: [contracting@ttuhsc.edu](mailto:contracting@ttuhsc.edu)

### 01 Draft

Negotiate and draft the initial contract, including contract terms that hold all parties accountable for results and outcomes.

### 06 Authorize Payment

Ensure that all services have been received to your specification prior to authorizing payment.

### 02 Submit

Submit the agreement document into the Contracting System for review, approval, and TTUHSC authorized signature(s).

### 07 Collect Documents

Ensure the collection, review, and maintenance of any required agreements, certificates, questionnaires, and bonds.

### 03 Return

Obtain and return a fully executed agreement to the Contracting Office.

### 08 Monitor

Monitor the contract to timely initiate amendments, renewals, and termination notices as may be required.

### 04 Verify

Verify that the other party complies with all of the terms and conditions of the agreement.

### 09 Delegated Authority

Verify approval by a delegated signer who has the authority to obligate resources of TTUHSC.

### 05 Deposit Revenue

Bill to and deposit revenue timely into the appropriate fund.

### 10 Board Approval

Confirm that Board of Regents' approval has been obtained if required.

