

# 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).

Visit: [Contracting Services](#) for more information.

Contact [contracting@ttuhsc.edu](mailto:contracting@ttuhsc.edu) with questions.

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| <b>01</b><br>Draft<br>Contract               | Negotiate and draft the initial contract, including contract terms that hold all parties accountable for results and outcomes. | <b>06</b><br>Authorize<br>Payment             | Ensure that all services have been received to your specification prior to authorizing payment.                     |
| <b>02</b><br>Submit<br>Agreement             | Submit the agreement document into the Contracting System for review, approval, and TTUHSC authorized signature(s).            | <b>07</b><br>Collect<br>Documents             | Ensure the collection, review, and maintenance of any required agreements, certificates, bonds, and questionnaires. |
| <b>03</b><br>Return<br>Executed<br>Agreement | Obtain and return a fully executed agreement to the Contracting Office.  | <b>08</b><br>Initiate<br>Revisions            | Monitor the contract to timely initiate amendments, renewals, and termination notices as may be required.           |
| <b>04</b><br>Ensure<br>Compliance            | Verify that the other party complies with all of the terms and conditions of the agreement.                                    | <b>09</b><br>Verify<br>Delegated<br>Authority | Verify approval by a delegated signer who has the authority to obligate resources of TTUHSC.                        |
| <b>05</b><br>Deposit<br>Revenue              | Bill and deposit revenue timely into the appropriate fund.   | <b>10</b><br>Confirm<br>Board<br>Approval     | Confirm that Board of Regents' approval has been obtained if required.  |



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