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

3. Routing Sheet Signature obtained from Dean/Vice President (in El Paso, Department forwards contract to Legal)

Phase II

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

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

6. Approval and Signature by Executive Vice President

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

Phase III

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.

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

Legal forwards contract to Executive Vice President

Executive Vice President returns contract to Contracting Office

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

Contracting Office may forward contract to Legal