

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 with questions.

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

