

This Checklist is for reference to aid departments in compiling a complete set of contract documents prior to submission to the Department of Contract Administration.

****Contracts related to research initiatives should be submitted to the Texas A&M University Research Services contract review process; all other contracts should follow the below process prior to submitting the contract for review****

STEP 1: Determine the type of contract:

Expense	(proceed to Step 2)
Revenue	(proceed to Step 3)
Other	(proceed to Step 4)

STEP 2: If this contract is an expense and involves the procurement of goods and services, has department determined if the acquisition requires a review by Procurement Services? Procurement guidelines can be found at <http://purchasing.tamu.edu/ssps>. Once this step has been completed, please proceed to **STEP 4**. **If it is determined that Procurement Services will review, then Procurement Services will carry out the process in Step 4.**

STEP 3: If this contract is revenue generating, please make certain that vendor selection is compliant with Procurement Guidelines. Procurement guidelines can be found at <http://purchasing.tamu.edu/ssps>. Once this step has been completed, please proceed to **STEP 4**.

STEP 4:

Has the contract been reviewed by the department to ensure that the terms of the contract meet departmental approval?

Are all items referred to in the contract (i.e. exhibits, attachments) included with the contract that is about to be submitted for review?

Have the appropriate signatures on the Department of Contract Administration Transmittal Form been obtained? The appropriate routing can be found at the following website:
<http://rules-saps.tamu.edu/PDFs/25.07.99.M2.pdf>

Is the contact information for the other party included with the contract packet that is being sent to the Department of Contract Administration?

Once Step 4 has been completed, your contract is ready to be sent to the Department of Contract Administration for review.

Your assistance in ensuring that these items are resolved before the Department of Contract Administration reviews the contract will greatly assist our department in providing a timely review of your contract. If you have questions please email us at contracts@tamu.edu or give us a call at 845-0099.

Sincerely,

Contract Administration Team