

DIRECTIONS TO DEPARTMENT FOR COMPLETING CONTRACT ROUTING SLIP

The HSC CONTRACT MANAGEMENT ROUTING SLIP is an internal document that provides concise information about the contract or agreement and is a necessary document to show that appropriate signatories and delegated signature authority officials have reviewed and approved the contract or agreement.

When a contract is ready for routing the department contact or the department Contract Liaison completes and attaches the Routing Slip. There are Routing Slips specific to certain departments because of the signatories in each division that need to review contracts. If you have questions about which Routing Slip to use, please contact the Office of Contract Administration (OCA).

Guide to completing the Routing Slip

- ☒ **Contract #:** OCA will generate the Contract Number. However, if you are renewing or amending a prior contract and you know the prior contract number, please complete the “Previous Contract #” section.
- ☒ **Initiating Department/Contact Person/Phone:** Complete the contact information with the name of the department entering into the contract or agreement, the name of the Contact Person within the department or the Contract Liaison and the telephone extension of the person listed. The person listed in this section is who OCA will contact and/or send correspondence to regarding the contract.
- ☒ **Contracting Organization:** Enter the full name of the facility/company/university/business/vendor with whom UNTHSC is entering a contract. Please also enter the Contracting Organization/Vendor contact information if you have it available.
- ☒ **Contract Period/Term:** Enter the date the contract starts or becomes effective and the termination date of the contract (if applicable). If the contract automatically renews each year, please select the check box.
- ☒ **Estimated Cost to the Institution:** If you are routing a Purchasing Contract (a contract that involves an expenditure) please utilize the Purchasing Contract Routing Slip**. Otherwise, use the appropriate Routing Slip as long as you make sure to enter the requisition number.
- ☒ **Estimated Revenue to the Institution:** Enter the revenue cost and account number on this line.
- ☒ **Brief Description of Contract:** Enter a brief description of the contract. The information listed here is how OCA will describe the contract in the UNTHSC contract database records. If there is a “keyword” you will use to search for the contract in the future, please be sure to include it in the description so that OCA may easily and quickly locate the contract in the future.
- ☒ **# of Contracts Routing:** Enter the number of contracts routing. The standard number of contracts to route for signature is two – the Contracting Organization will receive an executed, ORIGINAL contract and UNTHSC will maintain an executed, ORIGINAL contract.
- ☒ **Board Approval Required:** Board approval is required for contracts that have a cost or monetary value to the System, the System Administration, or an Institution of \$1,000,000 or more in cash or

other consideration, except for certain contracts regardless of the contract amount. ** Review the Contract Handbook for the exemptions.

- ☒ Foreign Contract: If the Contracting Organization has an address outside of the United States, please check “yes” on this section.
- ☒ Review and Recommendation Signatures: This blanket statement is the documentation that all of the signatories that sign that routing slip have reviewed and approved the contract or agreement, the resources are available and that the contract or agreement complies with and is beneficial to UNTHSC policies.
- ☒ Order of signatures: The department Chair/Director and Contract Liaison should sign the Routing Slip first. Thereafter, submit the Routing Slip and at least two (2) original contracts to the Office of Contract Administration processing. ** UNTHSC PURCHASING CONTRACTS HAVE A DIFFERENT SUBMITTAL PROCESS. SEE THE [UNTHSC PURCHASING CONTRACT REVIEW AND ROUTING PROCESS](#)** If the department has a preference for how the contract is routed, please indicate the preference with a memorandum or an email when submitting the Routing Slip and contracts to the Contract Administrator. Otherwise, the Contract Administrator will route the contract via campus mail to the next signatory on the Routing Slip. The remaining signatories on the Routing Slip will sign in order of listing on the Routing Slip (unless their signature is not required as indicated by “n/a” or “exempt” on the signature line).

NOTE: The Office of General Counsel reviews contracts and agreements for *legal problems* and may point out strange business terms, but once the OGC receives a contract or agreement, it operates under the assumption that the department has reviewed and approved the business terms in the contract.

- ☒ There is a comments section on the routing slip. If any individuals desire to make any comments concerning the contract, please make comments there.

NOTE: Please DO NOT SEND THE ROUTING SLIP OR ANY COMMENTS OR ADVICE FROM THE OFFICE OF GENERAL COUNSEL TO ANY THIRD PARTIES WHEN NEGOTIATING OR CORRESPONDING. Those communications may be privileged and by forwarding them to third parties, that privilege could be waived, not to mention it could impact negotiations with the third party.

At least two (2) contract originals should be attached to the contract routing slip of a two-party contract.

Thank you.

UNTHSC Office of Contract Administration

Phone: 817-735-2945

Department Email: contractadmin@unthsc.edu

Website: <http://www.hsc.unt.edu/Sites/OfficeofContractAdministration/index.cfm>