Contact your vendor or affiliate for agreement

Create your requisition

Let

buyers@tamucc.edu know you are working on an agreement with the Contracts Office (make note in islander

Send agreement with requisition # to <u>contracts@tamucc.edu</u> requesting review of new agreement; or requesting a renewal letter if applicable

Contracts will review, sign & return the contract to you to obtain vendor's signature OR we will edit and send you or your vendor a revised draft

Be sure agreement has been signed by vendor or affiliate; and Contracts Office will either sign or route to President's suite for signature

Fully executed agreement will then be sent back to you.

If there is a requisition, Contracts Office will forward the fully executed agreement to the Purchasing Department so they can issue your purchase order

The approval process is designed to provide reasonable assurance that contracts/agreements have been reviewed for economic options, risk, compliance, form, and legal sufficiency. Documentation of such a review requires hierarchal signature procedure.