

University of Houston  Clear Lake
Submitting Contracts
to
Contract Administration

Once the contract is fully executed, scan the contract package to a pdf file in color at 200-300 ppi. This contract package file should include all required supporting documentation (e.g., alcohol approval, food service waiver, pre-approved sole source purchase justification, vendor hold status, etc.). Since this file will be the official University record of the contract, it will be rejected if the contract file is not deemed legible by Contract Administration or if any other contract corrections are needed.

If no vendor payment is required (zero dollar and services/revenue contracts):

- Submit a pdf document of the fully-executed contract with all supporting documentation to UHCLProcurement@uhcl.edu.

If vendor payment IS required:

- Process a contract requisition by following the *Instructions for Entering Contract Requisitions into Workflow*.
- Once the contract requisition has been processed, an email will be sent from Contract Administration providing the contract/PO number that has been assigned to that encumbrance.

Department should keep the original contract documents.

Department is responsible for sending a fully-executed contract to the vendor.

To initiate payment for services performed under the contract, see *Instructions for Initiating Contract Payments*.

If you have questions, please call Contract Administration at Ext. 2150.

All forms are available on the [Contract Administration](#) web page.