# Contract Management Workflow

## Summary of Contract Management Administrative Procedure Routing Process

WAKE FOREST UNIVERSITY

### 1 Involvement of Procurement Services

The initiating business unit or department, acting through a Contract Monitor, engages the Procurement Services Department and follows applicable procurement policies and procedures.

### 2 Initiation of contract review

Unless the contract meets an exemption noted in Exhibit B of the Procedure, the Contract Monitor submits the contract to the Contracts Administrator by e-mailing a Word version to contracts@wfu.edu with a completed contract intake form, as found in Exhibit C to the Procedure.

### 3 Initial review by Contracts Administrator

The Contracts Administrator reviews the contract and determines if additional review of the contract is needed. If no further review is needed, the process will skip to step 5. If additional review is needed, step 4 follows.

### 4 Routing for additional review (if needed)

If the Contracts Administrator determines that additional department(s) need to review the contract, it will be circulated to the appropriate department(s). For example, Risk Management, Legal, and/or IS may need to be involved, depending on the nature and value of the contract.

### 5 Contract negotiations

The Contracts Administrator works with the Contract Monitor and Legal (if needed) to negotiate the terms and conditions of the contract with the third party and finalize the contract for signature.

### 6 Signatures

The Contracts Administrator will assist the Contract Monitor as needed to have the contract signed by the third party and by an individual identified in Exhibit A of the Procedure as having contract authority to bind Wake Forest to the agreement.

### 7 Records retention

The Contracts Administrator saves an electronic version of the fully executed contract in the contract repository. The Contract Monitor retains the original for the business unit or department.

### 8 Oversight of contract fulfillment

The Contract Monitor ensures that goods and/or services are delivered according to contract terms, outgoing payments are supported and validated before being made, and contract dates or milestones are addressed in a timely manner.

Updated 2/28/19