



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
3/28/00**

**REVISION
1**

**PAGE
E2-490.0**

SUBJECT

PURCHASING

SUB-TOPIC

PROCESSING CONTRACTS

The specifics concerning Processing of Contracts are contained in U.T. System Business Procedure Memorandum No. 48-05-92. The internal review and approval requirements are dependent upon the type of contract involved. Most contracts require approval of the Senior Vice President for Business Affairs or the Director of Procurement Management.

Exhibit 22, in spreadsheet form, may be used as a guide for the processing of contracts.