Contract Review	Response	Free text

Company Information

Is Company active in the system?

Contract Information

Contract or Amendment?

   Are you amending an existing contract?

     Use current date as contract start date in CMS and in amendment document . Not date of original contract.

   Are you amending an existing payable contract?

     Only add the differencce from the original payable amount to the newest funds needed.

Does contract require contact information within the document?

   Yes, please include those direct names. Example: AP contact, Department contact, etc...

If using a Standard University of Tennessee agreement, please refer to the Procurement Services site for the latest version.

If contract requires changes, who is the point of contact?

Contracts Campus Officer is general POC. If department has a specific POC request, please make note of this in the Contract Description or contact the Contracts Office directly.

PURCHASING

Master Agreement

Does University have a Master Agreement with vendor?

   Please refer to Purchasing Agreements on the Procurement Services website.

Does Master Agreement cover services in the contract?

   Please submit a framework order. Separate contract is not required.

If services are not covered by Master Agreement, did vendor provide a contract?

   Yes, please entry contract and supporting documents in CMS.

Non-Competitive Justification

Does your contract require an NCJ?

   Attach completed and signed.

Provide a descriptive explanation to justify the contract. Unsupported information may delay review and approvals.

Purchase Order

Does company require a Purchase Order with contract?

   Yes. Mark "*vendor requires a PO in contract entry* ".

Software

Will company invoice university?

New or existing software?

How will software be used?

   Brief description how the department will use the software.

Is the software cloud based?

Who will use the software? (faculty, staff, students, walk-ins)

What type of data is being exchanged? (sensitive or student data)

Did company provide a contract?

Are there terms posted on their website you must accept?

   Please download and attach with contract entry.

   Please do not attach website links.

Entertainment
Hotel/Catering Events:
Date of Event?
Please make note of the event date in Contract Title.
Please email the Contracts Office directly for urgent requests.
Does event quote have a cut-off date to return?
Does event require a deposit?
Yes, when is deposit due?
Concert Performance Event:
Use Concert Checklist and attach to entry along with additional supporting documentation.
Does event quote have a cut-off date to return?
Does event require a deposit?
Yes, when is deposit due?

*If you have questions or issues with a contract entry, please contact the Contracts Office at utkcontracts@utk.edu.