Step 1- Student Life

Realize need for Contract
*Please note Speakers/Performers require prior approval via separate process before they are invited

Discuss logistics with supervisor, department head, and dean

Collect necessary information for contract
E.g.: terms of agreement, dates, cost, insurance, logistics, setting up supplier in system, request for second party contract vs. Baylor contract, etc.

Fill Out Student Life Contract Request Form
Asks required information for TCM as well as requires Department Head and Dean Signature

Submit Contract Request into TCM with Student Life Form Attached

Contract request goes to Administrative Director to confirm Student Life Form and the Business Officer to confirm the financials

Step 2- Procurement

Category Manager shepards internal reviews of contract by relevant apties (e.g., OGC or Risk)

Category Manager determines what parties need to review contract
E.g., Office of General Council, Risk Management, ITS, Facilities, etc.

Contract request goes to contract Category Manager in TCM
Most of our contracts go to Professional Services

Once approved in TCM, contract is moved to Docusign for signatures and execution

Once contract is in its final form it goes to Dr. Jackson (or his designee) for final review

If any amendments, revisions, addendums, etc., are needed Category Manager works with relevant parties, including contract requestor, to get contract where it needs to be

Step 3- Docusign

1. Contract is signed in Docusign by supplier
2. Contract is signed in Docusign by Dr. Jackson (Board approved signatory)
3. After both parties sign, contract is official