CONTRACT TRACKING FORM QUICK SHEET

The IRIS Command is: ZCT_MAINT_CONTRACT

The IRIS Menu Path is:

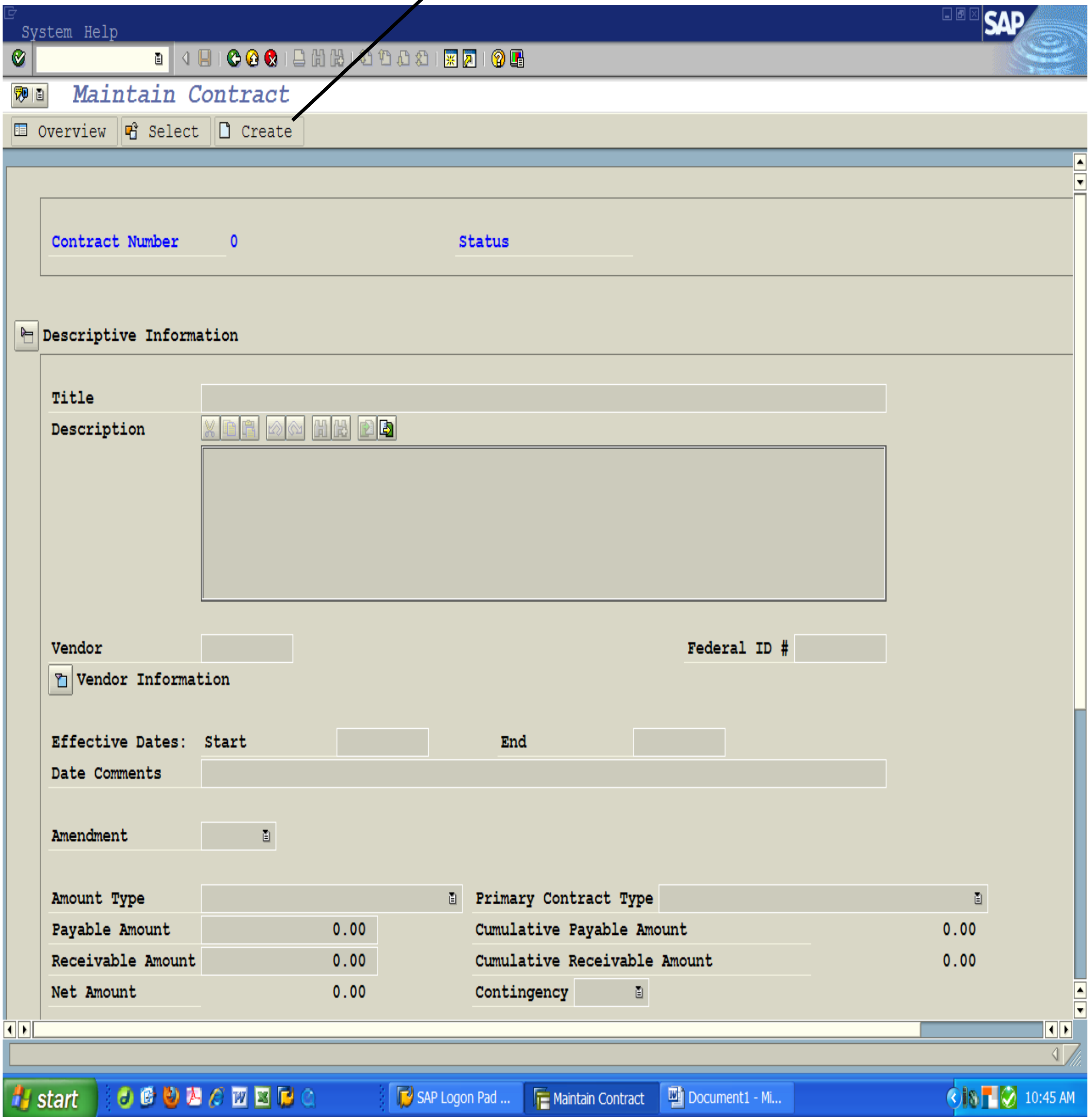
Accounting>Contract Management>Contracts> ZCT_MAINT_CONTRACT - Maintain Contract

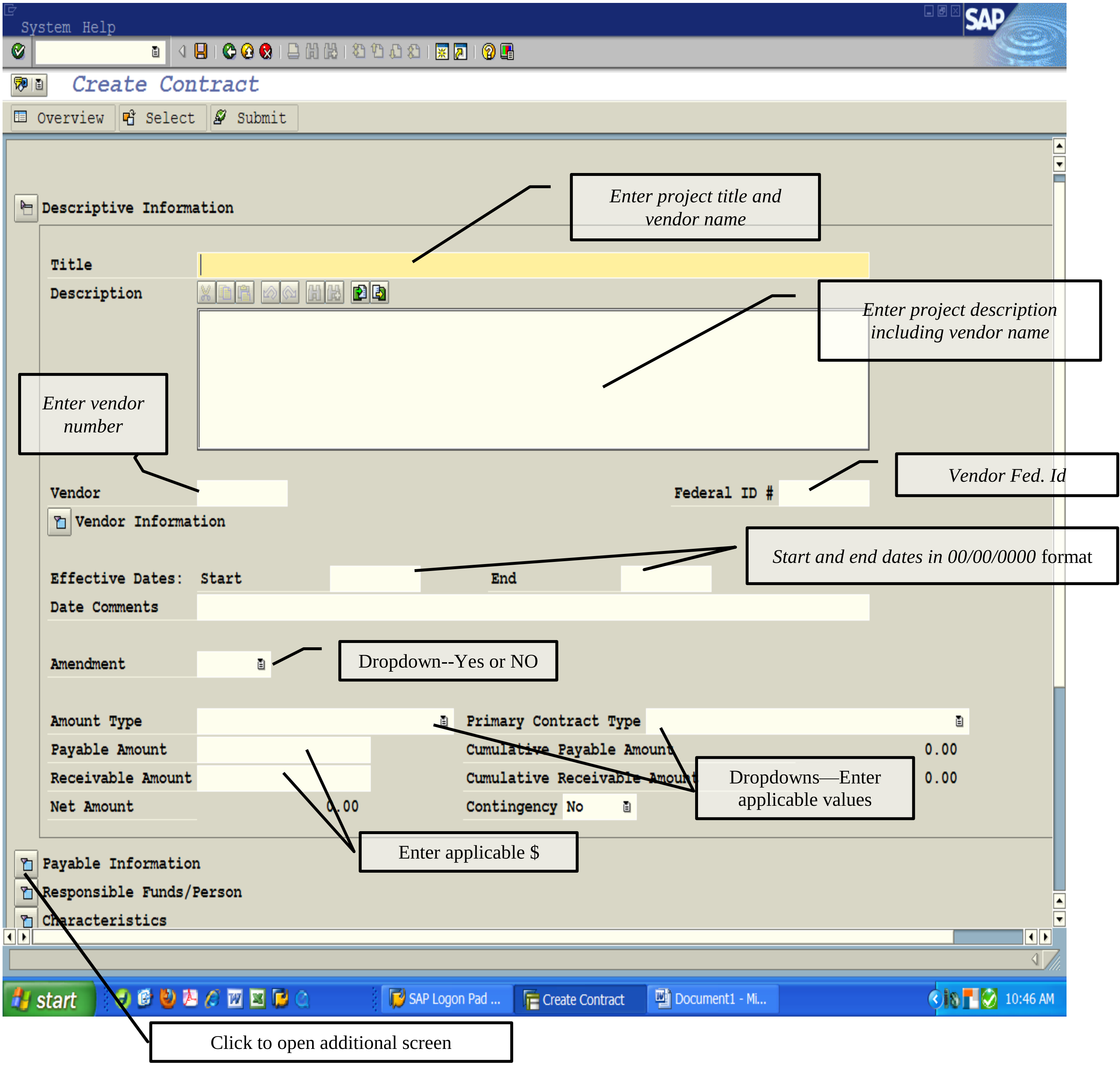
NOTES:

- If a contract is valued at $5000 or more, follow Purchasing Guidelines at http://www.utc.edu/Administration/Purchasing/Guidelines/guidelines.php before submitting the contract tracking form.
- Please review the new Contract Fiscal Policy FI0420 at http://treasurer.tennessee.edu/contracts/
- If a contract is valued at $5000 or more, do not submit the contract form until the NCJ or Requisition is approved.
- A contract may be submitted via email attachment provided both the review form and the contract are attached to the same email.

Enter data in the Contract Review Form as indicated on the following pages:

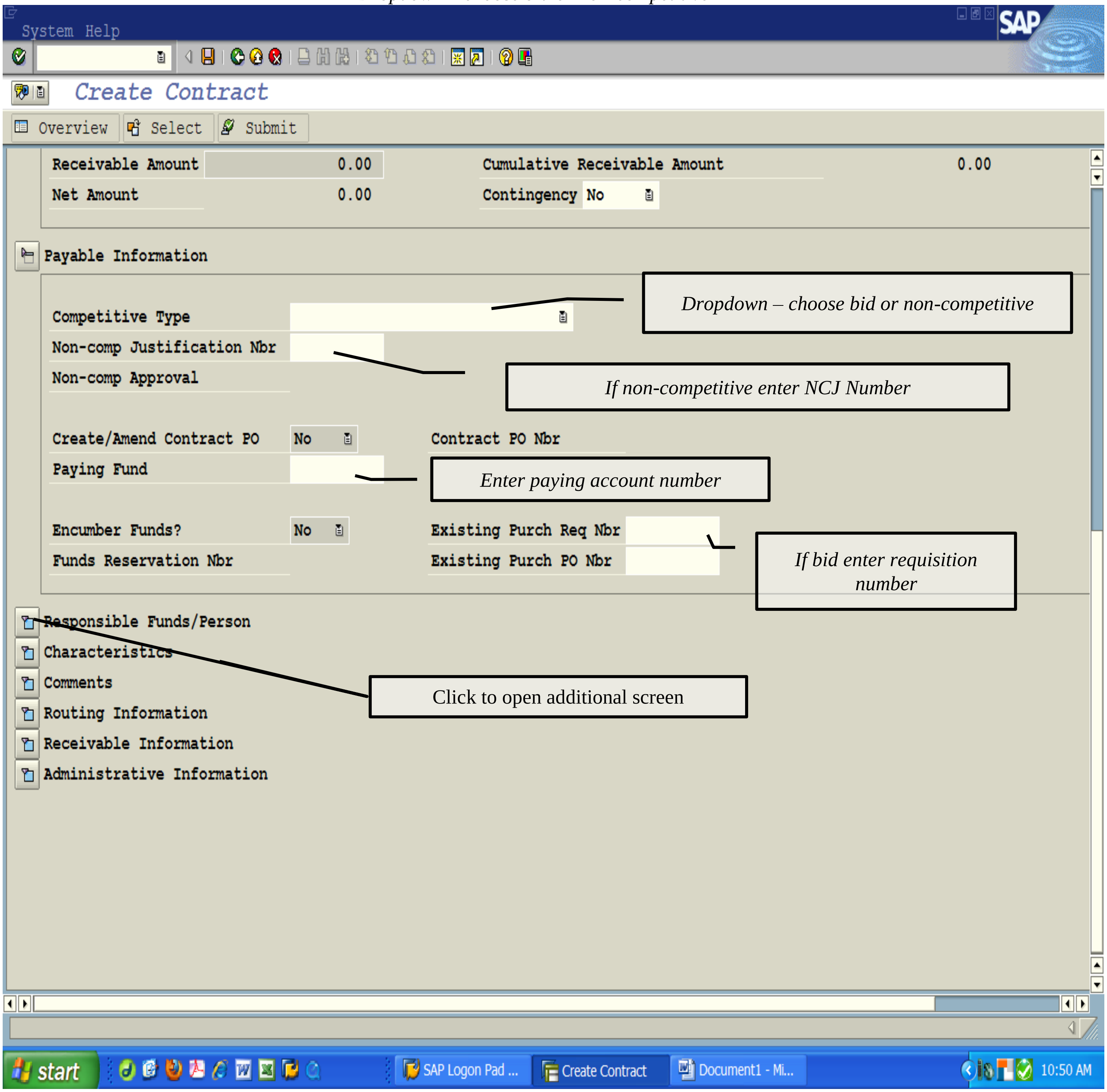
Click Create to begin

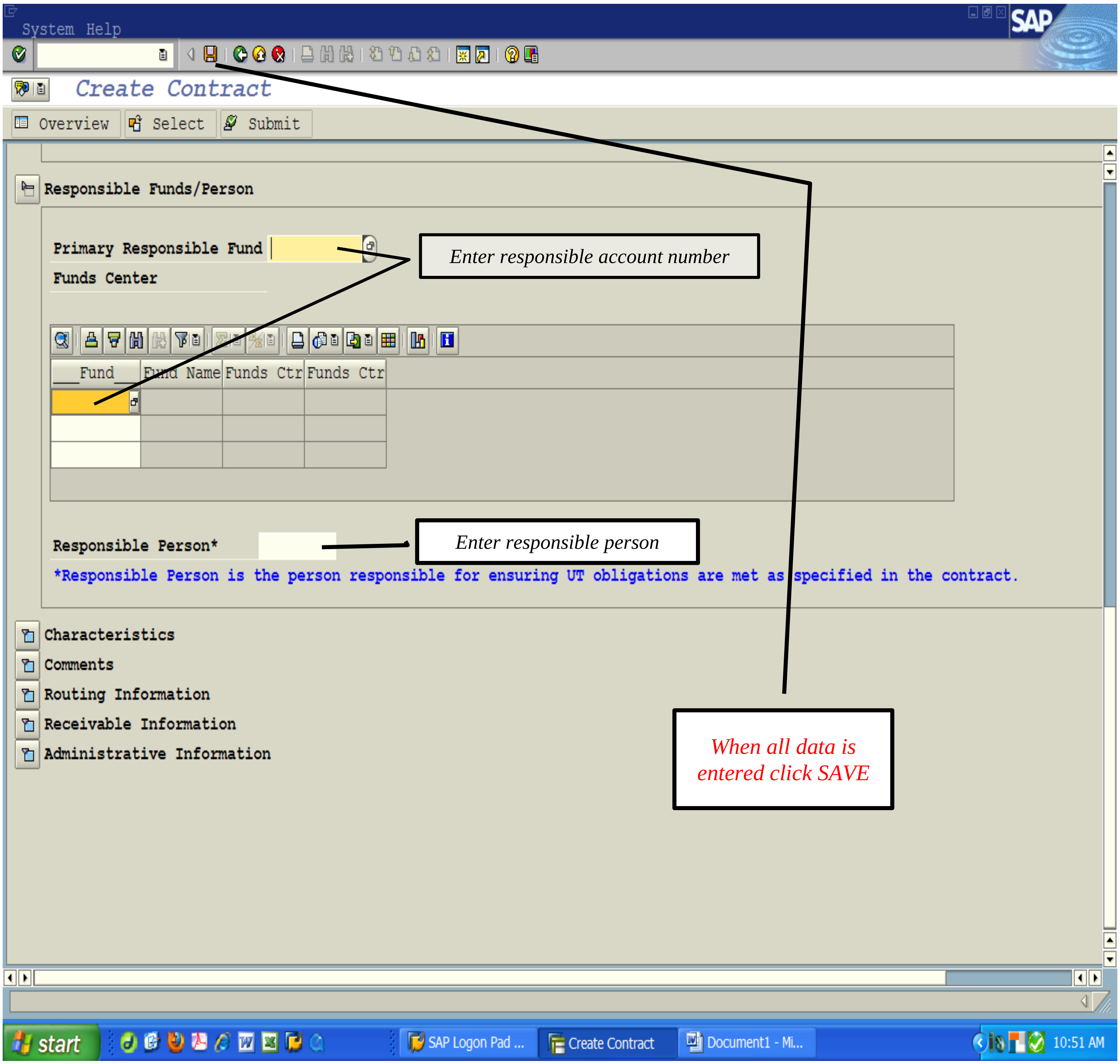




System Help
Create Contract
Overview
Select
Submit
Descriptive Information
Enter project title and vendor name
Title
Description
Enter project description including vendor name
Enter vendor number
Vendor
Federal ID #
Vendor Fed. Id
Vendor Information
Start and end dates in 00/00/0000 format
Effective Dates: Start
End
Date Comments
Amendment
Dropdown--Yes or NO
Amount Type
Primary Contract Type
Payable Amount
Cumulative Payable Amount
0.00
Receivable Amount
Cumulative Receivable Amount
0.00
Net Amount
0.00
Contingency
No
Dropdowns—Enter applicable values
Enter applicable $
Payable Information
Responsible Funds/Person
Characteristics
start
SAP Logon Pad ...
Create Contract
Document1 - Mi...
10:46 AM
Click to open additional screen

Dropdown – choose bid or non-competitive





WHEN the NCJ or the requisition is approved return to ZCT_MAINT_CONTRACT click on "change" then on "Submit" This initiates the tracking.