



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2019

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 19-06

Memo FY 19-06 Supersedes VPBA Memo FY 18-06

Distributed via Campus Email

To: PVAMU Faculty and Staff

From: Corey S. Bradford 
Senior Vice President for Business Affairs

Re: Contract Review and Execution Process

This notice is to provide information and guidance to ensure accurate and timely processing for the review and execution of university contracts. Please note that only individuals listed in the President's Delegation of Authority (available on the Web at:

<https://www.pvamu.edu/policies/wp-content/uploads/sites/56/Presidents-Delegation-of-Authority-for-Contract-Administration-FY-2017.pdf>) are authorized to commit the University by signing contracts on behalf of PVAMU. Accordingly, contracted services/goods are not to be received without proper authorization.

When there is a need for PVAMU to enter into a contract with an outside company or individual, the contract must be reviewed and submitted to the Contract Office with a completed Contract Routing and Approval Cover Sheet. The cover sheet is located in the Forms Library on the web at: <https://www.pvamu.edu/include/Procurement/procurement-forms/contract-routing-and-approval-coversheet-wadmin-rolerespon-revised-09-2015.pdf>.

University guidelines require contract(s) to be submitted to the Contract Office at least 10 working days prior to the contract effective date. If it is determined that a competitive solicitation is necessary during the contract review process, an additional 21 to 30 days may be required to complete the bid/RFP process. Review by the TAMUS Office of General Counsel is required for contracts/agreements with a value of \$100,000 or more. This may take approximately 30 days.

Additional information regarding contract processing procedures is provided at the monthly Procurement, Contract, and HUB Training. Training is provided on the 2nd workday day following the 1st and 15th of each month. Location and registration information is available on the Business Affairs Training Calendar at <http://www.pvamu.edu/pages/534.asp?calmode=2>.

For additional information, you may contact Randy Millin at rmillin@pvamu.edu or LaShunda Watson at lrwatson@pvamu.edu or at ext. 1902. Thank you in advance for assisting us to better serve you by adherence to university guidelines.

CBS: ol