



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 21-06

Memo FY 21-06 Supersedes VPBA Memo FY 20-06

Distributed via Campus Email

To: PVAMU Faculty and Staff

From: Cynthia Carter-Horn 
Senior Vice President for Business Affairs

Re: Contract Review and Execution Process

This memorandum provides information and guidance to ensure accurate and timely processing for the review and execution of university contracts and purchase orders. Please note in the CEO's Delegation of Authority for Contract Administration (available on the Web at: <https://www.pvamu.edu/policies/wp-content/uploads/sites/56/CEOs-Delegation-of-Authority-for-Contract-Administration-FY-2020.pdf>) those individuals (by title) who are authorized to commit the University by signing contracts on behalf of PVAMU after routing and review. Accordingly, orders for services/goods on behalf of the University are not to be placed without proper authorization (i.e., fully executed contract, purchase order, or payment by procurement card).

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 Procurement and Contracts Office with a completed Contract Routing and Approval Cover Sheet. The cover sheet is located on the Procurement and Disbursement Services website at <http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Contract-Routing-and-Approval-Coversheet-wA-updated.pdf>

University guidelines require a contract(s) and purchase requisitions to be submitted to the Procurement and Contracts Office at least 10 working days before 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 solicitation process. Review by The Texas A&M University System Office of General Counsel is required for contracts/agreements with a value of \$100,000 or more. This may take approximately 30 additional business days.

Additional information regarding contract processing procedures is provided at the monthly Procurement, Contract, and HUB Training. Location and registration information is available on the Business Affairs Training Calendar at <http://www.pvamu.edu/businessaffairs/events/>.

For additional information, you may contact the Procurement and Contracts Office at ext. 1902, or via email at contracts@pvamu.edu or procurementsvs@pvamu.edu. Thank you in advance for assisting us to better serve you by adhering to university guidelines.

xc: A. Marie Johnson