

OSS – Accounting & Purchasing Services
Contract Scanning and Reporting
Last Updated: July 2007

OSS-Accounting & Purchasing Services is responsible for:

- Maintaining System Administration contracts that are signed by the EVC for Business Affairs for the record retention period of FE+5, and
- Reporting contracts to the LBB that meet the criteria, per Government Code Section 2254.028.

Effective Date: Beginning with contracts signed on 9/1/2003. Contracts signed prior to this time are not scanned into FileNet, but are maintained off-site in hard copy form until they meet their record retention destruction date.

Tools developed to assist OSS-APS in performing these responsibilities:

1. ACCESS database: F:\users\acctsrvc\contract list-utsystem\contract list.mdb
2. FileNet contract class
3. Article IX, Section 7.05 of the 2006-07 General Appropriations Act added new annual reporting requirements, this is in addition to the monthly contract reporting required by Government Code:
 - 2254.021 (1);
 - 2254.002(2),
 - 2054.008,
 - 2166.2551;
 - 2254.006; and
 - 2254.0301

The Legislative Budget Board sends correspondence each year at the beginning of October to the CFO (controller) that gives directions for the previous fiscal year. The information that they request seems to change each year. All reporting is due by November 1. ACCESS database is updated to collect any new information that they request.

Persons involved with process:

OBA – Senior Administrative Associate

OSS - APS Director, Administrative Associate, and Office Assistant.

OBA Senior Administrative Associate – Sequentially numbers contracts each fiscal year from #1 to ---.

1. OSS-APS Administrative Associate – Enters data into the ACCESS database
2. OSS-APS Director – Reviews each entry in ACCESS, assigns an identifier to each contract, and determines if the contract should be reported to the LBB (instructions come from the LBB to comply with the Government Code – Attachment A).
 - Identifier Example: 2006-002-01RN
 - Typically, the first four digits indicate the fiscal year the original contract was signed, the next three indicate the number of the contract for that

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fiscal year, and the last four digits reflect the number and type of addition to the original contract.

RN = Renewal

AM = Amendment

AD = Addendum

3. OSS – APS Administrative Associate prepares contracts for scanning, including counting the number of pages in the contract and writing it on the right hand corner.
4. OSS – APS Office Assistant scans the contracts into FileNet and confirms that the same number of pages scanned as were counted by the Administrative Associate. Any discrepancies are handled until the document is scanned correctly.
5. Administrative Associate reviews the contract in FileNet.
6. The paper contract is shred; the contract is image is considered the original contract.