

**THE UNIVERSITY OF TEXAS SYSTEM - BUSINESS AFFAIRS  
UTILITIES CONTRACT PROCESSING CHECKLIST**

TO: **U. T. SYSTEM OFFICE OF BUSINESS AFFAIRS**

DATE: \_\_\_\_\_

UT Institution: \_\_\_\_\_

**Contract Administrator:** Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Requested document will be scanned and returned by email**

**Additional information/requests:**

The complete Contract, including all pages, exhibits, attachments and schedules, is attached.

The authorized person at your campus approves the Contract's business terms.

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Contractor/Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Brief Purpose/ Description of Contract:**

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**Contract Effective Date:** \_\_\_\_\_ **Expiration Date (all renewals included):** \_\_\_\_\_

**Is this document an amendment, renewal, or modification of an existing Contract?**

**Yes**  **Amendment Date:** \_\_\_\_\_ **Amended End Date:** \_\_\_\_\_

**Maximum Estimated Value of Contract, including renewals, amendments and addenda: \$**

- | Yes                      | No                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. a. Procurement requirements met, including HUB/HSP requirements for a contract $\geq$ \$100,000. <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | b. The contract was issued following a competitive procurement. If yes, RFQ/RFP No.: _____ Date Issued: _____ No. of Bids Rec'd: _____                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | c. The contract is over \$15,000 and was not competitively procured.<br><input type="checkbox"/> <b>Attach</b> signed <a href="#">Exclusive Acquisition Justification</a> , if yes.                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Contract Administrator has complied with <a href="#">UTS145</a> .<br><b>Attach</b> any required approvals:<br><input type="checkbox"/> U. T. System Office of General Counsel<br><input type="checkbox"/> Other approvals, correspondence, relevant information (for example, GLO approval)                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The contract has a value of \$1 million or more. If yes,<br><input type="checkbox"/> <b>Attach</b> the <a href="#">State Agency Uniform Nepotism Disclosure Form</a> <sup>2</sup> executed by all contract processing personnel, including a space for the contract signatory to sign as a purchaser.<br><input type="checkbox"/> <b>Attach</b> signed and notarized Texas Ethics Commission <a href="#">Form 1295</a> .<br><input type="checkbox"/> <b>Attach</b> a completed print-ready LBB attestation letter, if required. <sup>3</sup> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. There are actual or potential conflicts of interest or conflicts of commitment, or there are other significant risks or issues related to the procurement/contract.<br><input type="checkbox"/> If yes, describe (add page(s) if needed) _____                                                                                                                                                                                                                                                                                               |

**Contract, as attached, is approved for signature by the President or a duly appointed delegate.**

\_\_\_\_\_  
Scott C. Kelley, Executive Vice Chancellor for Business Affairs

\_\_\_\_\_  
Date

<sup>1</sup> For questions about compliance with [UTS137](#), please contact your UT institution's HUB Coordinator

<sup>2</sup> Required by [Texas Government Code, Section 2262.004](#)

<sup>3</sup> Attestation letters are required for exclusive acquisition contracts of  $>$ \$1 million and any contract  $>$ \$10 million