

HOW TO GET A CONTRACT APPROVED

Contract Approval

Contracts related to the lease or purchase of goods, services, or software may not be signed or entered into by a Department level officer, the Procurement Department, the Office of Legal Affairs, and, depending on the item being purchased, Information Technology and/or OSPRA. Also, only those positions identified in the 9687 Delegation of Contract Signing Authority are authorized to sign contracts. For this reason, all contracts related to the lease or purchase of goods, services, or software must undergo the Contract Approval Process before being signed by the proper signatory. Contracts must be fully executed BEFORE:

- (1) a requisition for the item under contract

