

Entering Contract Requisitions into Workflow

Revised 2/21/18

If vendor payment is required on a contract, a contract requisition should be processed using the following steps. Once the contract requisition has been processed, an email will be sent from Contracts Administration providing the Contract/PO number that has been assigned to that encumbrance.

STEP 1 – PREPARE THE CONTRACT AND OBTAIN VENDOR SIGNATURE

Prepare the contract as usual using the training documents on the [Contracts](#) web page. Obtain the vendor's signature on the contract.

STEP 2 – ENTER THE CONTRACT REQUISITION

Navigation: Main Menu > Purchasing > Requisitions > Add/Update Requisitions

NOTE: For the most part, this training document lists **the differences** between entering a purchase requisition versus a contract requisition. If more detailed information is needed on how to enter a requisition, please refer to the [Requisition Workflow training](#) instructions on the [PeopleSoft Finance & Training](#) page.

Buyers for Contract Requisitions

Non-Standard Agreements 8006198.....Catina Chapman

Standard Agreements 0005868..... Patti Bozeman

The screenshot shows the 'Maintain Requisitions' form in PeopleSoft. The form is titled 'Requisition' and contains several fields and sections. Annotations in red boxes and circles provide instructions on where to enter specific information:

- Enter req defaults including Due Date (the contract end date) here.** - Points to the 'Requisition Defaults' field.
- Enter Header Comments here. (CHC)** - Points to the 'Add Comments' field.
- Enter Line Description here. See attached examples.** - Points to the 'Description' field in the 'Line' table.
- Quantity and UOM should always be 1.0000 LOT.** - Points to the 'Quantity' and '*UOM' fields in the 'Line' table.
- Enter Line Comments here. (CLC)** - Points to the 'Comments' field in the 'Line' table.

The form includes the following fields and sections:

- Form** (Schedule, Approval, Documents, TIBH Verify)
- Maintain Requisitions**
- Requisition**
- Business Unit:** 00759
- Requisition ID:** NEXT
- Requisition Name:** [Empty]
- Header**
- *Requester:** 0005868 (Bozeman, Patti D)
- *Requisition Date:** 11/16/2015
- Origin:** 000 (ALL UHCL DEPARTMENTS)
- *Currency Code:** USD (Dollar)
- Accounting Date:** 11/16/2015
- Total Amount:** 0.00 USD
- Add Items From**
- Line** table with columns: Line, Item, Description, Quantity, *UOM, Category, Price, Merchandise Amount, Status.

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		CONTRACT SERVICES	1.0000	LOT		0	0.00	Open

LINE DESCRIPTION

Line Descriptions should begin with "CONTRACT SERVICES: " and then give a brief description of the service that is to be provided. If it is for a specific event, include the name of the event in the Line Description.

QUANTITY - UOM – CATEGORY - PRICE

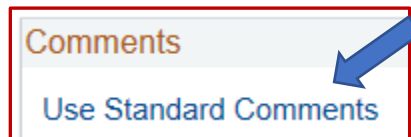
Quantity and UOM should always be 1.0000 LOT.

Enter Category code following normal purchase requisition guidelines.

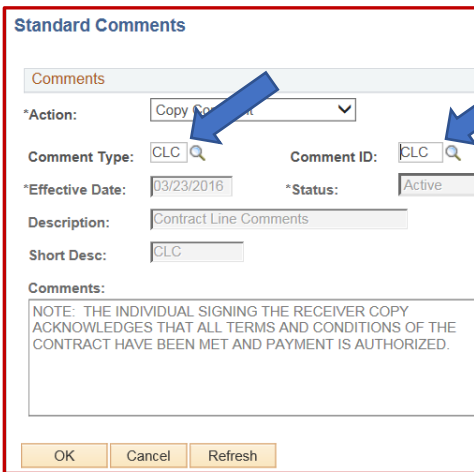
Price should be the amount of the encumbrance. This may be less than the total contract amount. If so, that should be noted in the Header Comments.

LINE COMMENTS (Standard Comment Type and ID CLC)

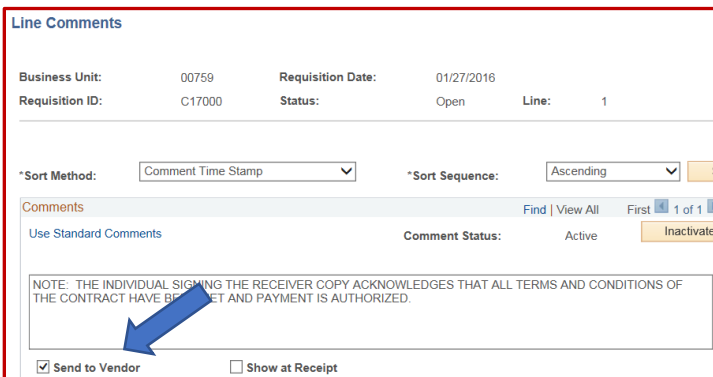
There is a Standard Comment for Line Comments. Click on the Line Comments icon  and then click on Use Standard Comments.



The **Standard Comment Type and ID is CLC**. Enter the ID and tab out of that field.

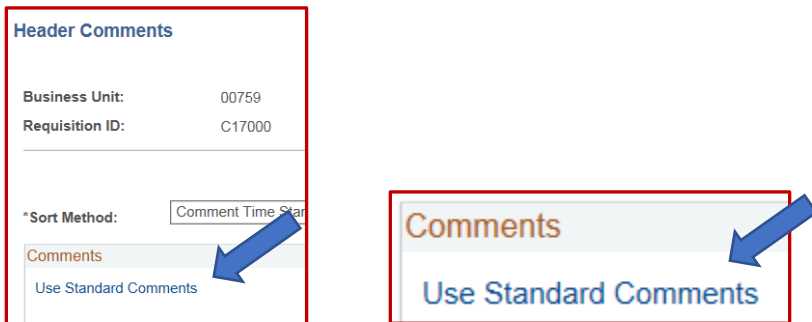


Click OK and then check "Send to Vendor." No other information must be added to the CLC comment.

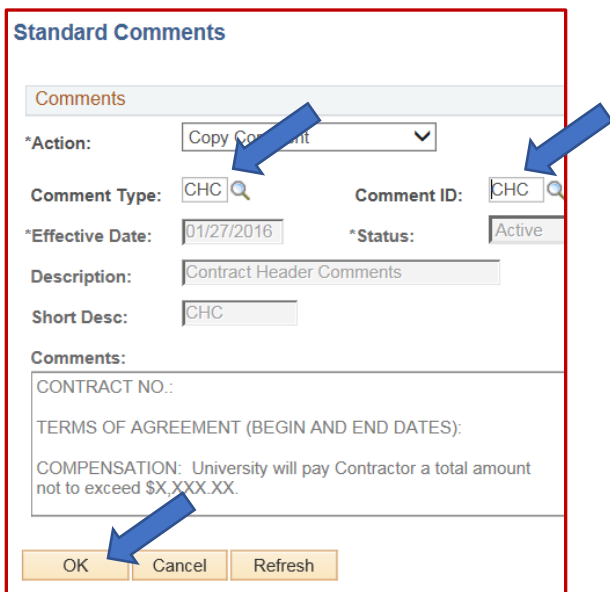


HEADER COMMENTS (Standard Comment Type and ID CHC)

There is a Standard Comment for Header Comments. Click on Use Standard Comments.



The **Standard Comment Type and ID is CHC**. Enter the Type and ID. Tab out of the fields. Click OK.



Then insert the contract information as follows:

- **Contract No.** - Contract Administration will complete the Contract No. when the requisition is processed.
- **Terms of Agreement** – Enter the beginning and ending dates of the **entire contract** as stated on in the contract. If the contract is for a one-day event, enter “Service occurs on DATE.” If the contract has renewal options, that wording should also be entered.
- **Compensation** – Enter the total amount of the compensation for the **entire term of the contract**. This may be different than the Price (encumbrance amount) entered for the requisition.
- **Contact Name and Phone** – Enter the name and phone extension of the **UHCL contact** responsible for the management of the contract.

➤ **Note: The encumbrance amount.....**

NOTE: THE ENCUMBRANCE AMOUNT OF THIS PO IS FOR THE PERIOD OF (BEGIN AND END DATES):

If the Compensation of the contract equals the Price entered in the Line Details, delete this wording.

If the contract IS NOT a multi-year contract, delete this wording.

If the contract IS a multi-year contract, enter the encumbrance dates as follows:

Contract for a service that begins in the current fiscal year and spans several fiscal years	Enter the true beginning date and enter the ending of the current fiscal year (8/31/XX).
Contract for a service that begins in the current fiscal year and ends up to 60 days past the end of the current fiscal year	Enter the true beginning and ending dates of the contract.
Contract for a service that began in a previous fiscal year and spans several fiscal years	Enter the beginning and ending of the current fiscal year (9/1/XX through 8/31/XX).

Also, if the contract requisition is for an encumbrance for the 2nd, 3rd, etc. year of a multi-year contract, add an additional line at the end of the Header Comments that states "Original Contract No. 759-CXXXXX." Enter the original contract number (the first year's C number) and all C numbers for encumbrances in subsequent years (see Multi-Year File Copy example).

After the header comments have been completed, check "Send to Vendor" and then click OK.

CONTRACT NO.:

TERMS OF AGREEMENT (BEGIN AND END DA

COMPENSATION: University will pay Contractor

Send to Vendor Show at

Show at Voucher

Step 3 – BUDGET CHECK THE REQUISITION

Click the Form tab and budget check the requisition. Print the requisition coversheet, attach it to the contract and forward for UHCL signatures.

STEP 4 – SCAN THE FULLY-EXECUTED CONTRACT PACKAGE AND UPLOAD IT TO THE REQUISITION

Once the contract is fully executed, scan the contract package to a pdf file in color at 200-300 ppi. This contract package should include all required supporting documentation (e.g., alcohol approval, food service waiver, *pre-approved* sole source justification, vendor tax status, etc.). Most departments also require the signed requisition coversheet to be uploaded to the requisition. Once this file is uploaded to the requisition, it will be the official University record of the contract. The contract requisition will be pushed back if the contract file is not deemed legible by Contract Administration or if any other contract corrections are needed.

Go to the requisition in PeopleSoft and click on the Documents tab. Upload the contract package file.

Step 5 – ENTER THE REQUISITION INTO WORKFLOW

Enter the requisition into workflow. Select the appropriate approval path following normal purchase requisition guidelines.

CONTRACT FILE COPY EXAMPLES

See attached File Copy examples for sample wording and setup:

Agreement that occurs on specific date (one-day event)

Agreement that has a span of dates which all fall within the current fiscal year

Multi-Year Agreements

Speaker Agreement

Performer Agreement

PURCHASE ORDER

EXAMPLE
One-Day Event

Univ. of Houston - Clear Lake

PHONE: (281)283-2150
FAX: (281)283-2156
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

LAKEWOOD YACHT CLUB
2425 NASA PKWY
SEABROOK TX 77586
USA

Purchase Order 00759 - C18081	Date 12/20/2017	Revision	Page 1
Payment Terms Net 30	Freight Terms Destination	Ship Via COMMON	
Buyer 0005868 Bozeman,Patti			Fiscal year: 2018

Ship To: ATTN: RECEIVING DOCK
2700 BAY AREA BLVD
HOUSTON, TX,77058
USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON, TX. 77058
USA

Vendor: 0000006200 PO Type: Contract - Local
Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield	Dist Amt	Location	PO ID
Line-achd	Item	Description		Quantity	UOM	PO Price	Extended Amt	Due Date	

52301	3056	C0019	I0291	NA	BP2018		1,850.00	CB1636	0000039515
1 - 1		CONTRACT SERVICES: CATERING AND ROOM RENTAL FOR POLICE DEPARTMENT AWARDS BANQUET.		1.00	LOT	1,850.00	1,850.00	02/09/2018	

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

53304	3056	C0019	I0291	NA	BP2018		150.00	CB1636	0000039515
2 - 1		CONTRACT SERVICES: CATERING AND ROOM RENTAL FOR POLICE DEPARTMENT AWARDS BANQUET (alcohol-related charges)		1.00	LOT	150.00	150.00	02/09/2018	

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

CONTRACT NO.: C18081

TERMS OF AGREEMENT (BEGIN AND END DATES): SERVICE OCCURS ON 2/9/18.

COMPENSATION: University will pay Contractor a total amount not to exceed \$2,000.00.

CONTACT NAME AND PHONE: JANET EARLE X 2234

Total PO Amount \$2,000.00

STATE SALES TAX EXEMPTION CERTIFICATE: Procurement process is authorized by Education Code 51.9335. The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
Univ. of Houston - Clear Lake IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

File Copy

EXAMPLE
Date span within current
fiscal year

Purchase Order

University of Houston - Clear Lake

PHONE: (281)283-2150
 FAX: (281)283-2156
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

SAMS LIMOUSINE AND TRANSPORTATION INC
 9215 RASMUS DR
 HOUSTON TX 77063
 USA

Purchase Order	Date	Revision
00759 - C16079	11/03/2015	
Payment Terms	Freight Terms	Ship Via
Net 30	Destination	COMMON
Buyer 0005868 Bozeman,Patti D	Fiscal Year 2016	

Ship To: ATTN: RECEIVING DOCK
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
 ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Vendor: 0000120481 PO Type: Sole Source
 Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
54807	2063	C0065	E0401	NA	BP2016		8,000.00	CB1506	
1-1		CONTRACT SERVICES: Transportation services from UHCL to and from airports for student pick-ups			1.00	LOT	8,000.00	8,000.00	01/31/2016

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

CONTRACT NO.: 759 C16079

TERMS OF AGREEMENT (BEGIN AND END DATES): 12/1/15 through 1/31/16

COMPENSATION: University will pay Contractor a total amount not to exceed \$8,000.00.

CONTACT NAME AND PHONE: Sameer Pande X2750

Total PO Amount 8,000.00

STATE SALES TAX EXEMPTION CERTIFICATE:

Procurement process is authorized by Education Code 51.9335. The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
 THE UNIVERSITY OF HOUSTON - CLEAR LAKE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

File Copy

Purchase Order

EXAMPLE
Multi-year (mid-term) with
original contract noted

University of Houston - Clear Lake

PHONE: (281)283-2150
 FAX: (281)283-2156
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

MOLLY MAID
 1322 SPACE PARK DR STE B181
 HOUSTON TX 77058
 USA

Purchase Order	Date	Revision
00759 - C16088	11/16/2015	
Payment Terms	Freight Terms	Ship Via
Net 30	Destination	COMMON
Buyer 0005868 Bozeman,Patti D	Fiscal Year 2016	

Ship To: ATTN: RECEIVING DOCK
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
 ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Vendor: 0000010259 PO Type: Contract - Local
 Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
52216	2064	C0060	F0420	NA	BP2016		3,640.00	CB2521	
1-1		CONTRACT SERVICES: Cleaning			1.00	LOT	3,640.00	3,640.00	08/31/2016
		services for the President's home							

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

CONTRACT NO.: 759 C16088

TERMS OF AGREEMENT (BEGIN AND END DATES): February 1, 2012 through January 31, 2016 - Agreement may automatically renew annually through January 31, 2017.

COMPENSATION: University will pay Contractor a total amount not to exceed \$4,000.00 annually.

CONTACT NAME AND PHONE: Judy Chapmon X2028

NOTE: THE ENCUMBRANCE AMOUNT OF THIS PO IS FOR THE PERIOD OF (BEGIN AND END DATES): 9/1/15 through 8/31/16

Original Contract No.: C12117 / C13121 / C14002 / C15012

Total PO Amount 3,640.00

STATE SALES TAX EXEMPTION CERTIFICATE:

Procurement process is authorized by Education Code 51.9335. The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
 THE UNIVERSITY OF HOUSTON - CLEAR LAKE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

File Copy

Purchase Order

EXAMPLE
Multi-year (mid-term)
with no end date

University of Houston - Clear Lake

PHONE: (281)283-2150
 FAX: (281)283-2156
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

NOEL-LEVITZ LLC
 2350 Oakdale Blvd
 Coralville IA 52241-9702
 USA

Purchase Order	Date	Revision
00759 - C16073	10/21/2015	
Payment Terms	Freight Terms	Ship Via
Net 30	Destination	COMMON
Buyer 0005868 Bozeman,Patti D	Fiscal Year 2016	

Ship To: ATTN: RECEIVING DOCK
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
 ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Vendor: 0000034773 PO Type: Sole Source

Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
53857	2064	C0152	E0418	NA	BP2016		10,000.00	CB1408	
1-1		CONTRACT SERVICES: Retention Management System Plus (RMS Plus)			1.00	LOT	10,000.00	10,000.00	08/31/2016

NOTE: The individual signing the receiver copy acknowledges that all terms and conditions of the contract have been met and payment is authorized.

CONTRACT NO.: 759 C16073

TERMS OF AGREEMENT (BEGIN AND END DATES): Services began on April 17, 2014 and will continue until cancelled in writing.

COMPENSATION: University will pay Contractor a total amount not to exceed \$10,000.00.

CONTACT NAME AND PHONE: Yvette Bendeck, Ext 3011

NOTE: THE ENCUMBRANCE AMOUNT OF THIS PO IS FOR THE PERIOD OF (BEGIN AND END DATES): 9/1/14 through 8/31/15

Original Contract No: 759-C14122

Total PO Amount 10,000.00

STATE SALES TAX EXEMPTION CERTIFICATE:

Procurement process is authorized by Education Code 51.9335. The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
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File Copy

EXAMPLE
Speaker Agreement
(no specific event)

Purchase Order

University of Houston - Clear Lake
 PHONE: (281)283-2150
 FAX: (281)283-2156
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Purchase Order 00759 - C16025	Date 09/10/2015	Revision
Payment Terms Net 30	Freight Terms Destination	Ship Via COMMON
Buyer 0005868 Bozeman,Patti D		Fiscal Year 2016

MAYERIK ILLUSTRATION LLC
 4509 TAMBRE BEND
 AUSTIN TX 78738
 USA

Ship To: ATTN: RECEIVING DOCK
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
 ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
 2700 BAY AREA BLVD
 HOUSTON TX 77058
 USA

Vendor: 0000125321 PO Type: Contract - Local
 Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
52404	4041	C0026	D1102	NA	BP2016		300.00	CB1618	
1-1		CONTRACT SERVICES: Speaker Agreement			1.00	LOT	300.00	300.00	09/26/2015

NOTE: The individual signing the receiver copy acknowledges that all terms and conditions of the contract have been met and payment is authorized.

CONTRACT No.: 759 C16025

TERMS OF AGREEMENT: Services are to occur on September 26, 2015.

COMPENSATION: University will pay Speaker a total amount not to exceed \$300.00.

UHCL Contact: Susanne Clark, Ext 3350

Total PO Amount 300.00

STATE SALES TAX EXEMPTION CERTIFICATE:

Procurement process is authorized by Education Code 51.9335. The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
 THE UNIVERSITY OF HOUSTON - CLEAR LAKE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

File Copy

Purchase Order

EXAMPLE
Performer Agreement
(specific event noted)

University of Houston - Clear Lake
PHONE: (281)283-2150
FAX: (281)283-2156
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Purchase Order	Date	Revision
00759 - C16063	09/30/2015	
Payment Terms	Freight Terms	Ship Via
Net 30	Destination	COMMON
Buyer 0005868 Bozeman,Patti D	Fiscal Year 2016	

ARTIST UNLIMITED
115 Marina Oaks Dr
Kemah TX 77565
USA

Ship To: ATTN: RECEIVING DOCK
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Vendor: 0000010812 PO Type: Contract - Local
Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
52300	2075	C0073	F0946	NA	BP2016		650.00	CB1604	
1-1		CONTRACT SERVICES: Performer Agreement - Entertainment for Alumni Celebration			1.00	LOT	650.00	650.00	10/17/2015

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

CONTRACT NO.: 759-C16063

TERMS OF AGREEMENT (BEGIN AND END DATES): Services are to occur on 10/17/15.

COMPENSATION: University will pay Contractor a total amount not to exceed \$650.00.

CONTACT NAME AND PHONE: Kris Thompson, Ext 2040

Total PO Amount

STATE SALES TAX EXEMPTION CERTIFICATE:

Procurement process is authorized by Education Code 51.9335. The undersigned claims an exemption from taxes under Chapter 20, Title 122A Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
THE UNIVERSITY OF HOUSTON - CLEAR LAKE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

File Copy