

The University of Scranton  
Purchasing Policies & Procedures  
Contract Administration

Purpose.

To define the role of Purchasing regarding contract administration.

Scope.

This policy applies to all University employees.

Background.

Contract administration is the day-to-day management of an agreement with a vendor to ensure that University requirements are met within the terms of the contract.

Policy.

The department that initiates a request for contract is responsible for contract administration. Purchasing's responsibilities after a contract is awarded will be to:

- Resolve any issues regarding noncompliance with the terms of the contract.

- Issue all contract change orders.

- Notify the contract administrator at least two (2) months prior to the expiration of the contract.

- Close out.