

DSA CONTRACT CHECKLIST

Complete Contract Packet:

- Contract Coversheet
- Contract (standard or non-standard)
- Recommendation for Award
- Risk Management Review and COI
- Vendor Sheet

Executing Authority / Signature Authority

\$10,000 or less	Director, Coll/Div. Business Operations
\$25,000 or less	Executive Director, Business Services
\$300,000 or less	VC/VP, Division of Student Affairs
\$300,000 to \$500,000	Sr. VC/VP, Administration & Finance
\$500,000 +	Chancellor / President
\$1,000,000 +	Requires Board of Regents Approval

Contract Contact: Gil Lizalde

Submission: dsaescon@central.uh.edu

www.uh.edu/dsa/business-services

Miscellaneous Contracting Documents

- **UH Standard Addendum** will allow for non-standard contracts under \$50K to bypass OCA review.
- **Software Contracts** require the Information Security Hosted Checklist.
- **Revenue Contracts** of \$50,000 require the revenue form and OCA Review.
- **Contracts over \$100,000** require the Summary of Purchases over \$100K
- **Sole Source and approval** for any contract over \$15,000 without obtaining 3 quotes.
- **Contract Memo** is required for all contracts over \$25,000.



Division of Student Affairs
UNIVERSITY OF HOUSTON