# 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 LQWR ZLWKRXW WKH SULRU DSSURYDO RI WKH UHTXHVWLQJ GHSDUWPH 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 968¶V Delegation of Contract Signing Authority SROLF\ KDYH WKH DXWKRULW\ WR VLJQ D FR 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