

Contract Ownership Responsibilities

Complete Top Section, sign and submit to Contract Administrator with contract

Department: _____

Contract for/with: _____/_____

Contract End User: _____

Signature of Person Authorized for Internal Order Number/WBSE

Signature of Business Manager _____ **Order Number/WBSE** _____

Contract Administrator Signature: _____

	Responsibility of		
Purdue Referenced Terminology	Contract Administrator, Procurement Services	Contract Relationship Owner (typically the end user)	Business Office
Ariba System Terminology	Owner	Requestor	
Contract Development and Execution	Interview Contract Relationship Owner to determine overall objectives for product including: <ul style="list-style-type: none"> • use of product • scope of use • use of Purdue restricted data Obtain initial fiscal and departmental approvals. Negotiate contract language, pricing and deliverables. Obtain final fiscal and departmental approvals. Execute contract. Forward copy of fully executed contract to Contract Relationship Owner and Business Office.	Provide as much detailed information to Procurement contracting as possible concerning: <ul style="list-style-type: none"> • Desired product • Product cost • Supplier contact information • Desired purchase date • Names of key stakeholders for routing Provide departmental approval.	Upon request for contracting services, provide Procurement with fund and cost center in addition to final fiscal approval for full encumbered amount.
Contract Administration (day-to-day operational responsibilities)		Manage day-to-day supplier relationship and engagement deliverables.	

Performance	Assist in remediation should Contract Relationship Owner's efforts be unsuccessful in resolving performance or other contractual issues.	Assure supplier fulfills its contract obligations and initiate dialogue to address any issues directly with the supplier to ensure contract compliance	In the event of Procurement's involvement in a contractual dispute, Procurement will notify the Business Office of performance issues
Payments	(Accounts Payable) Ensure timely and accurate payments.	Support timely and accurate requests for payment to supplier for goods or services provided.	Generate timely and accurate payment documents.
Contract Renewal and Termination	Notify Contract Relationship Owner of upcoming renewal and possible renewal deadlines. Process renewal or effectuate the termination of agreement.	Notify Contract Administrator or Procurement of need to renew agreement or desire to terminate agreement.	If renewed, extend budget payment obligations. If terminated, delete budgeted line item.