

Contract Review and Approval Process

Contract Need Identified:

Baylor Templates should be used, unless exception applies or no template is applicable. Employee enters Contract Request in TCM.

Contract Request:

Business Officer approves Contract Request, if applicable. Category Manager or Contract Manager approves Contract Request and Creates Contract Record.

Internal & External Reviews:

Category Manager or Contract Manager manages internal and external reviews, if needed.

Category Manager or Contract Manager Approval:

Contract is approved and released for e-signature.

Execution and Management:

Contract is retained and managed in TCM.