

## Contract Management Practice Directive

<b>Division:</b> Administrative Affairs
<b>Department:</b> Administrative Affairs
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### Authority:

UW System: [UWS Fiscal and Accounting General Records Schedule](#), [UWS Purchasing and Procurement General Records Schedule](#)

### Objective:

The University of Wisconsin-Whitewater (University) enters into various contractual arrangements to fulfill academic and operational obligations. These contracts are used to enhance the University community's ability to engage in or support the pursuit of knowledge, powered by a spirit of innovation, and focused on transforming lives.

Contracts define the terms and conditions under which the institution will work with another organization or organizations. Contracts may be executed for purposes related to goods, services or other working relationships with other organizations. You cannot enter into a contract unless you possess the appropriate delegated authority to do so. See our [Delegation of Authority Practice Directive and Procedure](#) for more information.

In order to support contract management best practices, the University is establishing general guidelines to label and store our fully executed contracts in a reliable, secure repository.

### Statement:

This practice directive, and its corresponding procedure, support the implementation and continuous management of a shared folder for organizing finalized contracts.

### Procedures:

[Contract Management Procedure](#)

[Department Code Structure](#)

[Delegation of Authority Practice Directive](#)

## [Delegation of Authority Procedure](#)

### **Searchable Words:**

Contract Management, Contract, Agreement, Central Contract Repository, Contract Folder Administrator, Contract Contributor, Delegation of Authority, DOA, Delegation, Signing Authority.