

## Understanding Contract Status in the Contract Management System

Contract Status	Explanation & Notes	In Workflow?
Draft	<ul style="list-style-type: none"> <li>Requester completes entry on the “contract info” tab.</li> <li>Requester saves the contract, but does not submit it for pre-review.</li> <li>Requester can make changes as long as the contract is in draft status.</li> </ul> <p>Note: If a contract officer or approver requires changes, the contract returns to the requester in draft status. When the requester makes the required changes and submits for review, the contract routes back to the contract office.</p>	No
<b>Pending Delegated Decision</b>	<ul style="list-style-type: none"> <li>Contract routes to the campus contract office for pre-review.</li> <li>Campus contract officer reviews the contract for accuracy and checks attached documents.</li> <li>If needed, campus contract officer may send the contract back to the requester to require changes.</li> <li>Campus contract officer completes additional tasks and <i>submits the contract into workflow</i>.</li> </ul>	<b>No</b>
<b>In Review</b>	<ul style="list-style-type: none"> <li>Contract is in workflow routing for approvals.</li> <li>Anyone may view workflow on the “approvals” tab of the contract.</li> <li>If needed, approvers may send the contract back to the requester to require changes.</li> </ul>	<b>YES</b>
Active	<ul style="list-style-type: none"> <li>Contract is active.</li> <li>Department pays against the contract number in zap_entry.</li> </ul>	No
Active PO Contract	<ul style="list-style-type: none"> <li>This status results when a requester chooses “yes” in the encumbrance field during the contract entry process.</li> <li>Contract is active and the purchasing office issues a PO.</li> <li>Department pays against the PO number in MIR7.</li> </ul>	No
Expired	<ul style="list-style-type: none"> <li>The contract end date has passed and contract is no longer active in the system.</li> <li>Depending on the contract category, the requester receives an email notice 90 days before the contract expires.</li> </ul>	No
Cancelled	<ul style="list-style-type: none"> <li>Contract office cancels the contract during the “pending delegated decision” step.</li> <li>Example: there is an existing master agreement with the vendor.</li> <li>This is a permanent decision; the office cannot resubmit the contract into workflow.</li> </ul>	No
Rejected	<ul style="list-style-type: none"> <li>An approver chooses to terminate the contract during the “in review” step.</li> <li>If an approver terminates a contract by mistake, the department may contact the University Contract Office to request that the contract be moved back into workflow.</li> </ul>	No
Pending 3 <sup>rd</sup> Party Review	<ul style="list-style-type: none"> <li>This status occurs between the “in review” and “active” statuses.</li> <li>The contract office is waiting for a third party to review and return the contract.</li> </ul>	No

### Key Points to Remember

- Campus contract offices pre-review contracts BEFORE submitting them into workflow. This is the “pending delegated decision” status.
- Approvers view and approve contracts only AFTER the campus contract office completes its pre-review. This is the “in review” status.
- All users can view workflow on the contract “approvals” tab *except* during the “pending delegated decision” or pre-review step.