

## Contracts, Purchasing, and Risk Management

### **Contract Signature Request (CSR) Form - Frequently Asked Questions**

#### **Who should sign the Contract Signature Request Form as the “Responsible Departmental Representative”?**

This individual should be the departmental representative that is responsible for administering the contract from day to day, according to its terms and conditions. There is no policy with Contracts, Purchasing and Risk Management (CPRM) on who can or can't sign as the departmental representative as long as they are an employee, and have acquired the appropriate permissions from your department to move the contract forward. Some departments may have rules where these types of forms need to be signed by supervisors or department heads – at this point the selected Responsible Departmental Representative would be a business decision based on your department's procedures.

#### **Where can I find the Contract Signature Request Form?**

The CSR Form is now through OnBase. The link is on the CPRM website under [Department Forms](#).

#### **Can I make changes to the Form once submitted?**

No, the CSR Form will not allow you to make changes. However, you can let the assigned Contracts Administrator know, and they have the ability to change the Form for you.

#### **Why won't the Form let me submit?**

If you try to submit the CSR Form and there is an error, scroll back through the Form and look for sections that are highlighted in orange. Most common errors are not filling out all required fields marked with a red asterisk (\*) or setting the Contract Due Date to today or a past date. The due date must be set to a future date. Another error may be due to your browser. Generally speaking Safari on Mac's and Firefox do not interface well with the Form. Using Chrome or Explorer can help alleviate most of the problems experienced with the other browsers.

#### **How can I see the status of my contract?**

Save the initial email that you receive after submitting the CSR Form. On that email you will receive a link that you can always use to access the Form.

#### **Why is the link in my submission email to my Contract Signature Request Form not working?**

The link to the CSR Form is unique and sometimes very long. If the link does not work when clicking on it, right click on the link, copy the full URL address and paste it into your browser.

#### **Which step do I need to do first, procurement or contract?**

It is recommended that you start both processes early so they can be processed simultaneously. You do not have to wait for a contract to start the requisition or get procurement approval, and you do not have to wait for procurement/requisition to start the contracting process.

#### **What if I do not have the vendor contact information?**

Many of the fields in the CSR Form are required. In special circumstances we understand that there may not be a name or direct phone number. Many vendors do have phone numbers to their general customer service on their website that will suffice. Just put a note in the comments section that contact information was not available, however, the Form requires that something is input into a required field, even if it is just a few characters long.

#### **I need to submit an ITS Checklist, does that mean I need to submit a new CSR?**

No. The CSR Form has the capability to start the ITS Checklist for you. However, if you have already submitted the Form, here is the link to complete the [ITS Checklist](#), or you can find the link to the ITS checklist on the [ITS Technology Purchasing website](#) under the FAQ question “How do I find the link to the ITS Checklist directly?”.