

## UHS CONTRACT REPORTING REQUIREMENTS

The Purchasing Department will be rolling out a new page within the Finance System. Expense contract information will be collected via CN730/CN783 requisitions. Revenue contract information will be collected via a standalone page within the Finance System. Purchasing staff will use the data collected from this page to report contracts to the LBB.

### Why is the UHS Contracts Page Required?

The University of Houston System is required to comply with state contract reporting requirements. To help ensure compliance, the UHS Contracts Page will be used as a single point of data entry for all contract information that the University is required to report to the Legislative Budget Board (LBB) either by statute or the General Appropriations Act (GAA).

### STATUTES

Government Code, Sec. 2054.008 (Major Information Systems)  
Government Code, Sec. 2166.2551 (Construction)  
Government Code, Sec. 2254.006 (Professional Services)

### GAA PROVISIONS

GAA Article IX, Sec 7.04 (All Contracts Over \$50k)  
GAA Article IX, Sec 7.12 (Non-Competitive/Sole Source, Emergency, and All Contracts Over \$1M)

### What Are the Benefits of Using the UHS Contracts Page?

- Compliance with state statutes and GAA provisions.
- Departments will eventually be able to see all requisitions and POs that have been issued for a specific contract. This will make it easier for departments to track contract payments.
- Contract reporting is embedded into the requisition process, therefore, it eliminates the need to require departments to submit expense contracts via a separate workflow process.
- Reduces duplicate contract document upload. Departments will only need to upload contract documents to the UHS contracts page once.

### What UH Departments Need to Do

The following requirements will become effective October 1, 2019.

1. All CN730 & CN783 requisitions will require that contract information be entered via the UHS Contracts Page. Instructions for entering information for expense contracts via requisitions are located at: <http://www.uh.edu/office-of-finance/purchasing/Purchasing%20Training/>
2. All revenue contracts executed or amended on or after 9/1/19 with amounts greater than \$50,000 will need to be reported via the UHS Contracts Page. Instructions for entering information for revenue contracts are located at: <http://www.uh.edu/office-of-finance/purchasing/Purchasing%20Training/>

Any questions related to the above changes should be forwarded to [uhcontracts@uh.edu](mailto:uhcontracts@uh.edu).