UH System Procedure for the Certificate of Interested Parties Form (Form 1295) for Contracts that Require Board of Regents Approval, Effective January 1, 2016 **UHS Office of** Originating Contracts **Texas Ethics UH Controller** Vendor Department Administration Commission (TEC) (OCA) Start Send Contract Coversheet, Recommendation Assign contract (K) for Award form, number and documentation of approve contract for **Board of Regents** signature approval, and unsigned contract to OCA for review Notify vendor of Complete Form contract number Email approved 1295 on TEC and ask vendor to contract to complete Form 1295 website; print, sign, Originating on TEC website and notarize form, and Department and UH email notarized email it to UH Controller form to UH Controller Controller Wait for UH Post completed Acknowledge Controller to notify Form 1295 on the receipt of Form you that contract TEC website within 7 1295 on TEC website can be signed days of receipt **Notify Originating** Obtain Vendor and Department that UHS signatures on contract can be contract signed Email OCA and UH Controller a copy of the contract signed by both parties End