

Contracts Reporting Requirement Change

College Division Administrators (CDA)

Meeting Presentation

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Background

- Government Code 2261.253 and General Appropriation Act Article 9, Section 7 requires state agencies and institutions of higher education to report contracts for purchase of goods or services from a private vendor, regardless of funding source.
- An audit determined that the University did not submit all contracts within the specified times to the Legislative Budget Board (LBB).

Change

- Effective immediately, all departments must enter all contracts (and contract amendments) with values \$50,000 and greater into the PeopleSoft Contracts Tab within 10-business days of bilateral signing.
- Previously, contracts were entered with the first requisition, which may delay timely reporting.

Process

- Departments must enter contracts into PeopleSoft within 10-business days.
 - The PeopleSoft Contract Entry Tab is unchanged.
 - The contract may be entered with or without a requisition.
- The UH Contracts Reporting Team will obtain the contract records from PeopleSoft and report the required information to LBB in accordance with required timelines.

Resources

- Created a UHS Contracts Page Instructions Guide.
 - Includes print screen images from PeopleSoft.
 - These images are referenced to a glossary of the definitions of each required field and where to obtain the information.
- Created UHS Legislative Budget Board Contract Reporting Requirements Document

Contacts

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