The University of Scranton
Purchasing Policies & Procedures
Contract Administration
Purpose.
To define the role of Purchasing regarding contract administration.
Scope.
This policy applies to all University employees.
Background.
Contract administration is the day-to-day management of an agreement with a vendor to ensure that
University requirements are met within the terms of the contract.
Policy.
The department that initiates a request for contract is responsible for contract administration.
Purchasing's responsibilities after a contract is awarded will be to:
 Resolve any issues regarding noncompliance with the terms of the contract.
 Issue all contract change orders.
 Notify the contract administrator at least two (2) months prior to the expiration of the contract.
 Close out.