The Contract Review form in Ariba allows departments to submit contracts requiring review and signature to the Procurement Services Purchasing team to review. This form will be used for purchases being paid through ProCard. If the payment exceeds the card holder’s card limit, they will need to complete a separate Card Limit Increase Form referencing the RV number generated by the Contract Review form.

In Ariba, select Contract Review from the Create drop down menu.

The Contract Request will generate a number starting with RV.

Enter a Title.
Make a selection from the **Requesting Department** drop down menu.

Select the commodity the order is for.

Select the payment method being used for the order. The option of “Department” will be used by departments on campus who do not use Ariba to place orders.

If the payment will be made through an **Ariba purchase order**, you will not use this form. You can use the requisition (EI) or the Contract Request (BPO) to submit the contract for review. Use the review option available in the request.

If the payment will be made through **ProCard** and the amount will be over the users card limit, a separate Card Limit increase Form will need to be completed after the Contract Review Form is submitted. Enter the RV# in the comments section of the Card Limit Increase Form for reference.
Make sure to check the box for Quote(s)/Contract Attached.

Fill out the remaining fields of the form relating to order description, amount and budget.
Enter any **Comments** as needed.

Attach the contract with **Add Attachment**

When finished, click **Submit**.

The **Approval Graph** shows the next person who will review the request and approve. Both the department approver and purchasing will review and approve the request.