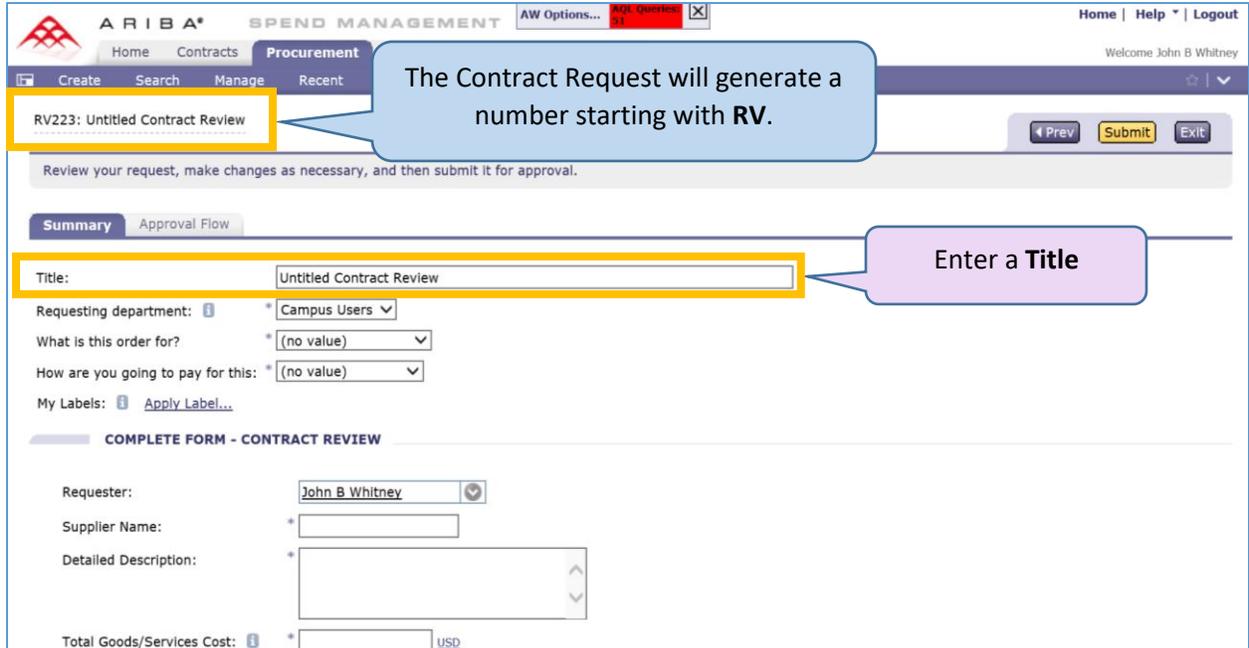
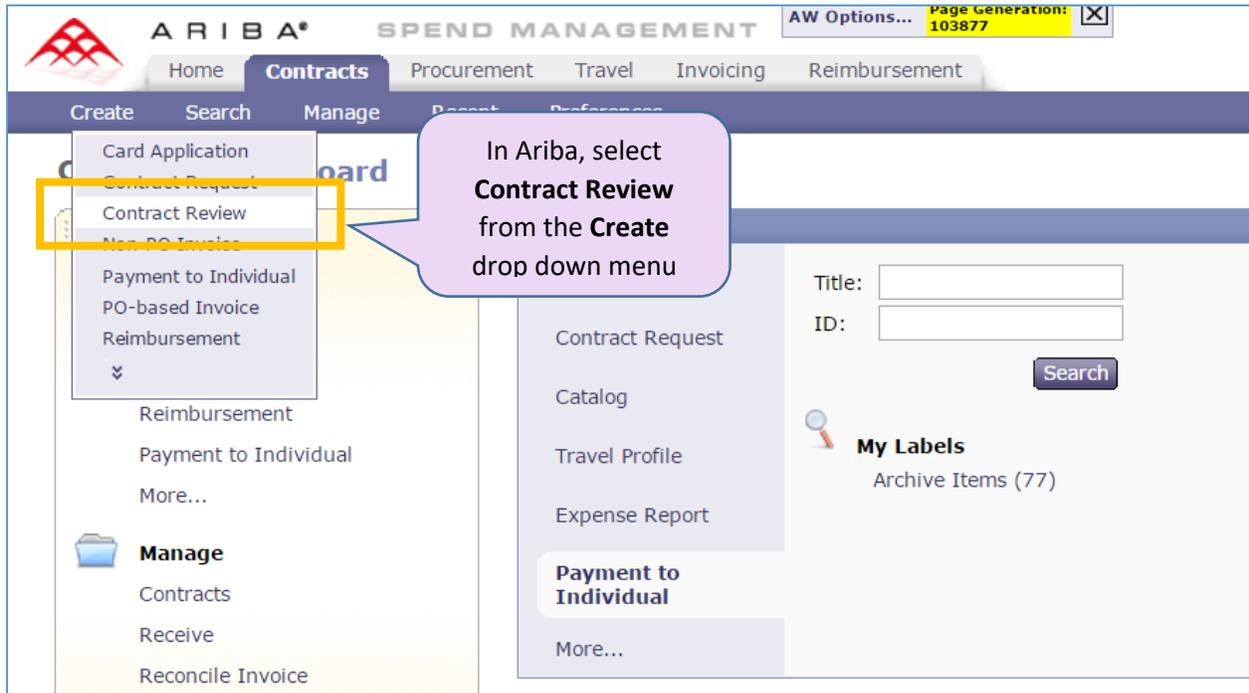


The **Contract Review form** in Ariba allows departments to submit contracts requiring review and signature to the Procurement Services Purchasing team to review. This form will be used for purchases being paid through ProCard. If the payment exceeds the card holder's card limit, they will need to complete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



Summary Approval Flow

Title: _____

Requesting department: **i** (no value)
Facilities
Campus Users

What is this order for? * (no value) ▼

How are you going to pay for this: * (no value) ▼

My Labels: **i** [Apply Label...](#)

Make a selection from the **Requesting department drop down menu**

Click on the "i" drop down for additional information about these choices. **IMPORTANT: Select "Campus Users" for all departments outside of facilities**

Summary Approval Flow

Title: _____

Requesting department: **i** * Campus Users ▼

What is this order for? * (no value)
Goods and Services
Consulting

How are you going to pay for this: * (no value) ▼

My Labels: **i** [Apply Label...](#)

COMPLETE FORM - CONTRACT REVIEW

Select the commodity the order is for.

Summary Approval Flow

Title: _____

Requesting department: **i** * Campus Users ▼

What is this order for? * Goods and Services ▼

How are you going to pay for this: * (no value)
ProCard
Ariba Order
Department
3rd Party Contract

My Labels: **i** [Apply Label...](#)

COMPLETE FORM - CONTRACT REVIEW

Select the payment method being used for the order. The "Department" option 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 checkbox available in the request.

How are you going to pay for this: * Ariba Order ▼

Stop! Please use an Ariba Requisition or Contract Request.

My Labels: **i** [Apply Label...](#)

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.

Summary Approval Flow

Title:

Requesting department: *

What is this order for? *

How are you going to pay for this: *

Upon completion and approval, you will need to complete a separate Card Limit Increase Form if this is above your current limit.

If **3rd Party Contract** is chosen, that means the UW has no financial responsibility and will be making no payments (i.e. securing hotel rooms for individual reservations where participants call in and pay with their own credit cards). This is not to be used for “pass-through” events where conference attendee or student fees offset the cost of the contract, as the UW still has financial liability in those cases.

Summary Approval Flow

Title:

Requesting department: ⓘ *

What is this order for? *

How are you going to pay for this: *

University of Washington is not responsible for any payments. (Example: hotel room block paid by individual attendees)

COMPLETE FORM - CONTRACT REVIEW

Fill out the remaining fields of the form relating to order description, amount and budget.

Requester:

Supplier Name: *

Detailed Description: *

Total Goods/Services Cost: * [USD](#)

Freight/Handling: [USD](#)

Taxes: [USD](#)

Total Transaction Cost: *

Account Code: *

Budget Number: *

Department Name: *

Quote(s)/Contract Attached: *

COMPLETE FORM - CONTRACT REVIEW

Requester:

Supplier Name: *

Detailed Description: *

Total Goods/Services Cost: * [USD](#)

Freight/Handling: [USD](#)

Taxes: [USD](#)

Total Transaction Cost: * \$3,000.00 USD

Account Code: *

Budget Number: *

Department Name: *

Quote(s)/Contract Attached: *

Make sure to check the box for **Quote(s)/Contract Attached.**

COMMENTS - ENTIRE CONTRACT REVIEW

Comments:

Enter any **Comments** as needed.

ATTACHMENTS - ENTIRE CONTRACT REVIEW

Add Attachment

Attach the contract with **Add Attachment**

Prev Submit Exit

ATTACHMENTS - ENTIRE CONTRACT REVIEW

Attachments

File Name ↑	Date Created	Size
Contract Example.docx Download	Today, 3:23 PM	11 KB

Add Attachment

Delete

When finished, click **Submit**.

Prev Submit Exit

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.

Summary **Approval Flow**

Legend: Pending

RV223  BgtApprover-743460-\$Lim-3000+ Goods & Services Approval Approved

Add Approver