

Total Contracts Manager (TCM) Requestor User Guide

Requestor Reference Guide to use JAGGAER Total Contract Manager

IN THIS GUIDE, LEARN HOW TO:

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Access Total Contracts Manager (TCM) in JAGGAER

[Section 2](#)

Complete a Contract Request in TCM

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[Section 3](#)

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PROCUREMENT NOTICE:

IF THE TOTAL VALUE OF YOUR CONTRACT REQUEST (INCLUDING RENEWALS) IS \$15K OR MORE, CONTACT THE PURCHASING OFFICE BEFORE SUBMITTING A CONTRACT REQUEST.

*If a purchase request is required, **DO NOT** submit the contract request through TCM. The Purchasing Office will submit the request on behalf of the department after they receive the purchase request and after procurement requirements are satisfied. (BCO will add the requester as a “stakeholder” so the requester can follow the process electronically.)*

1. Access JAGGAER Total Contract Manager (“TCM”). Enter your myUTSA ID and Password to log in.

☒ Access the JAGGAER TCM site by following the link below:
<https://solutions.sciquest.com/apps/Router/SAMLAAuth/UTSA>



Login to JAGGAER Production Environment

myUTSA ID

Password

- > [Forgot your password?](#)
- > [Need Help?](#)
- > [Acceptable Use Policy](#)

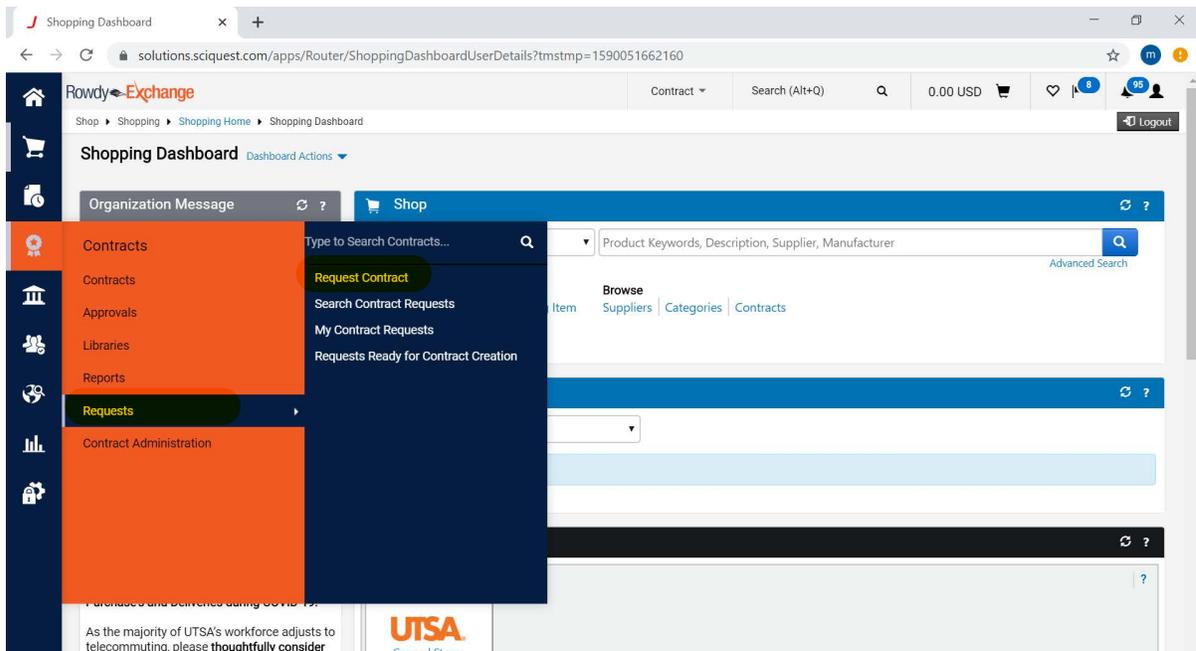
2. The TCM Module in JAGGAER (Medal/Ribbon). In addition to Total Contracts Manager (TCM), the JAGGAER system has multiple modules that can be implemented by an institution, including systems for procurement, payment, and vendor management. Each one of the icons on the left dark blue menu bar represents different modules. *The TCM module is the “Medal/Ribbon” icon.*

NOTE on option to set your home page to primary TCM page: If desired, you can set your JAGGAER Home Page to the primary TCM page as described at the end of this Guide (ref. [Section 8](#)). The Primary TCM page is called the *Contracts Dashboard*. Although setting your home page to the *Contracts Dashboard* is helpful, doing so is not required to complete a contract request.

3. Completing a Contract Request

3.1 Request a Contract. To create a Contract Request, either

- (i) click on the Medal/Ribbon icon on the left tab, then in the orange column under *Requests*, click on Request Contract.
- (ii) if you've set your home page as the Contracts Dashboard (ref. Section 8), click *Request Contract* under *Quick Links*.



3.2 Submit a Contract Request. Give the request a name and click *Submit* to begin completing the Contract Request. This particular request is named “Healthy Snacks, Inc. Vending.” You cannot modify “Select Contract Request Template.” Leave this alone, and hit Submit.

Create Contract Request ✕

Contract Request Name★

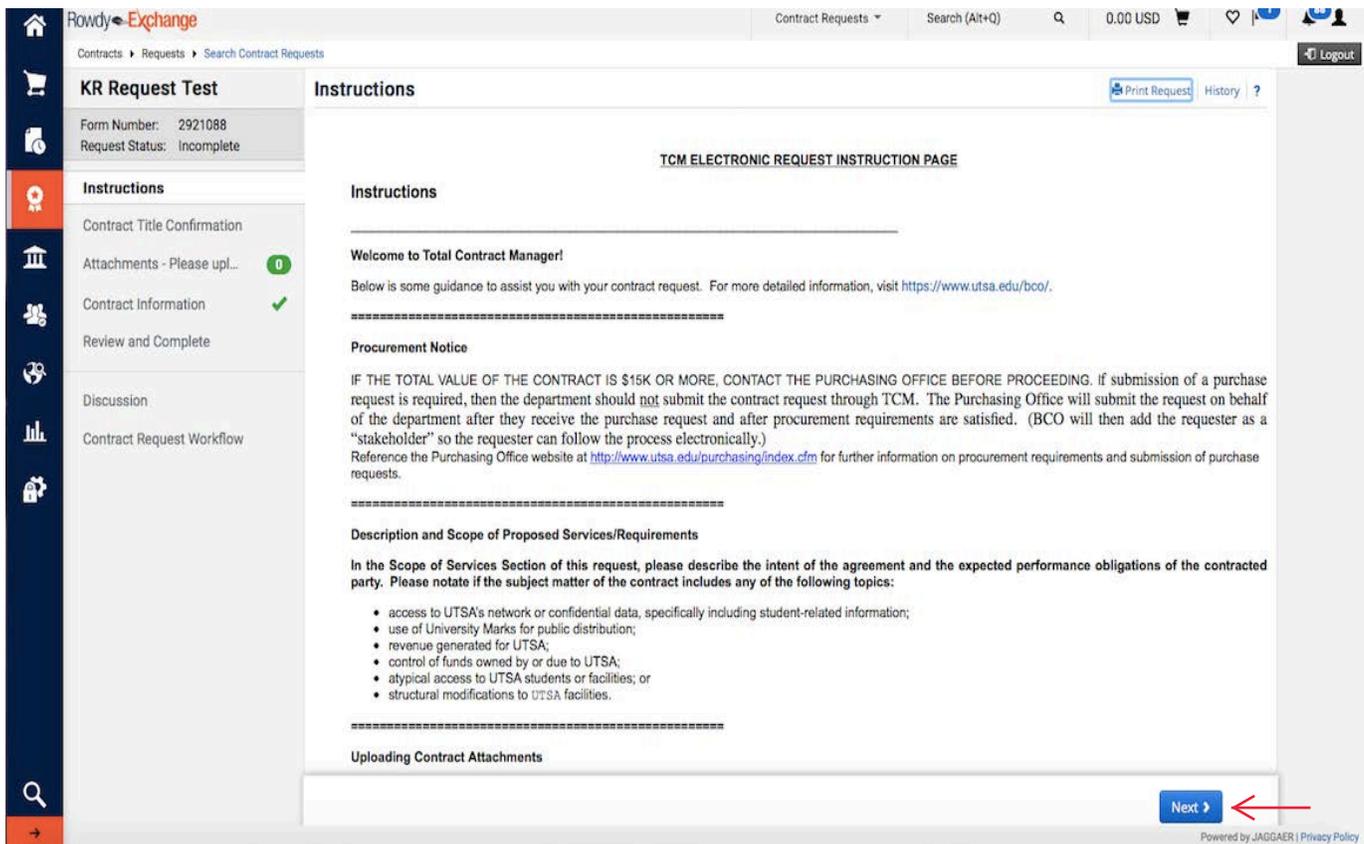
Select a Contract Request Template★

★ Required

3.3 Informational Instructions Page. You should now be on the *TCM Electronic Request Instructions* page (shown below). The Instructions page contains some basic information about submitting a contract request in TCM.

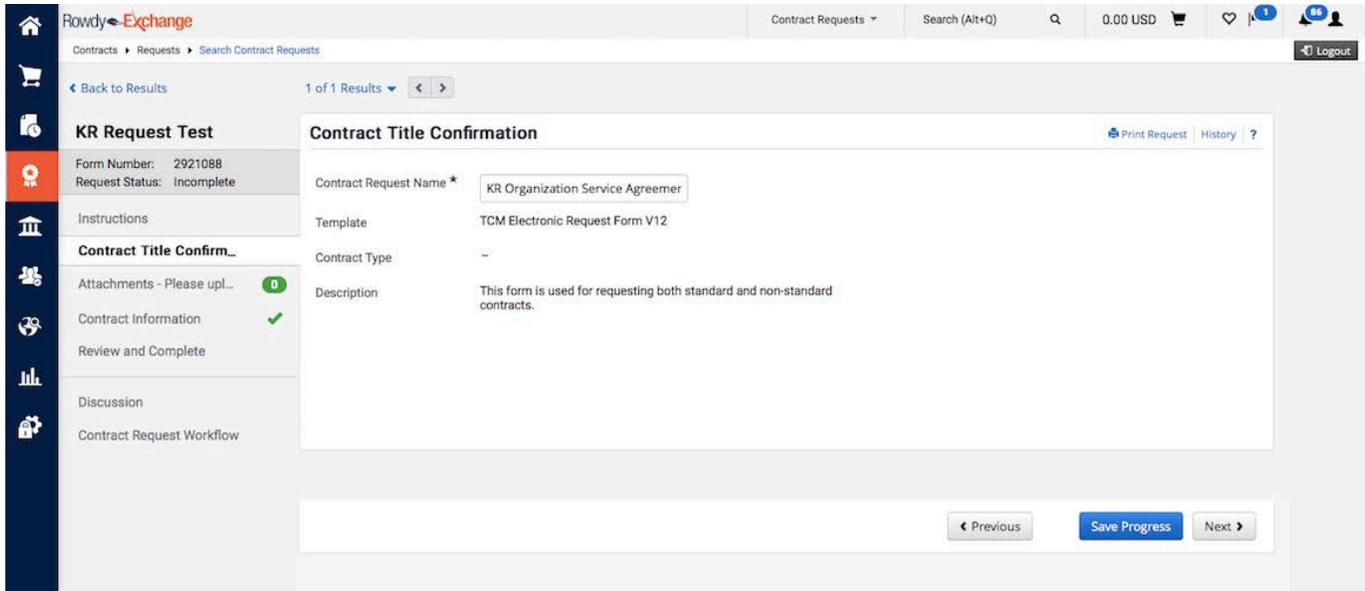
Click the *Next* button on the bottom of the screen to proceed.

NOTE: Additional, optional methods of moving through the request and navigating in TCM are discussed later in this Guide. (The additional navigation options are deferred to later sections to coordinate with the flow of this Guide and the Contract Request system.)

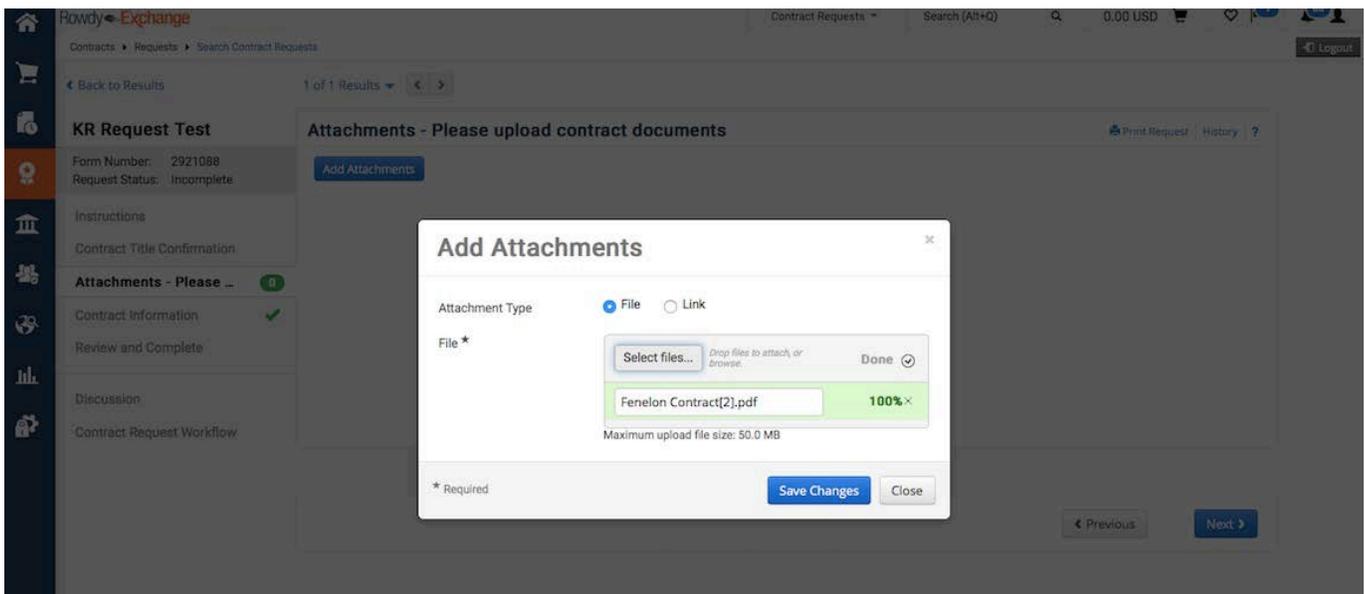


The screenshot shows the 'Instructions' page for a 'KR Request Test' in the Total Contract Manager system. The page title is 'TCM ELECTRONIC REQUEST INSTRUCTION PAGE'. The left sidebar contains a navigation menu with items like 'Contract Title Confirmation', 'Attachments - Please up...', 'Contract Information', 'Review and Complete', 'Discussion', and 'Contract Request Workflow'. The main content area includes a 'Welcome to Total Contract Manager!' message, a 'Procurement Notice' section with detailed instructions, and a 'Description and Scope of Proposed Services/Requirements' section with a bulleted list of topics. At the bottom right, there is a blue 'Next' button with a right-pointing arrow, which is highlighted by a red arrow pointing to it from the right. The footer of the page indicates it is 'Powered by JAGGAER | Privacy Policy'.

3.4 Contract Title Confirmation. This screen simply gives you opportunity to adjust the name of your contract request should you wish to do so. If you do not wish to change the title, click *Next*.



3.5 Attachments Screen. This screen allows you to attach the proposed contract to the request, and any email approvals, preliminary forms, , or other documentation that should be submitted to the Business Contracts Office (BCO) for completion of the contract. Simply click *Add Attachments*, then select files to upload and click *Save Changes*. Please upload the contract and any supporting documentation as separate attachments. Click *Next*.

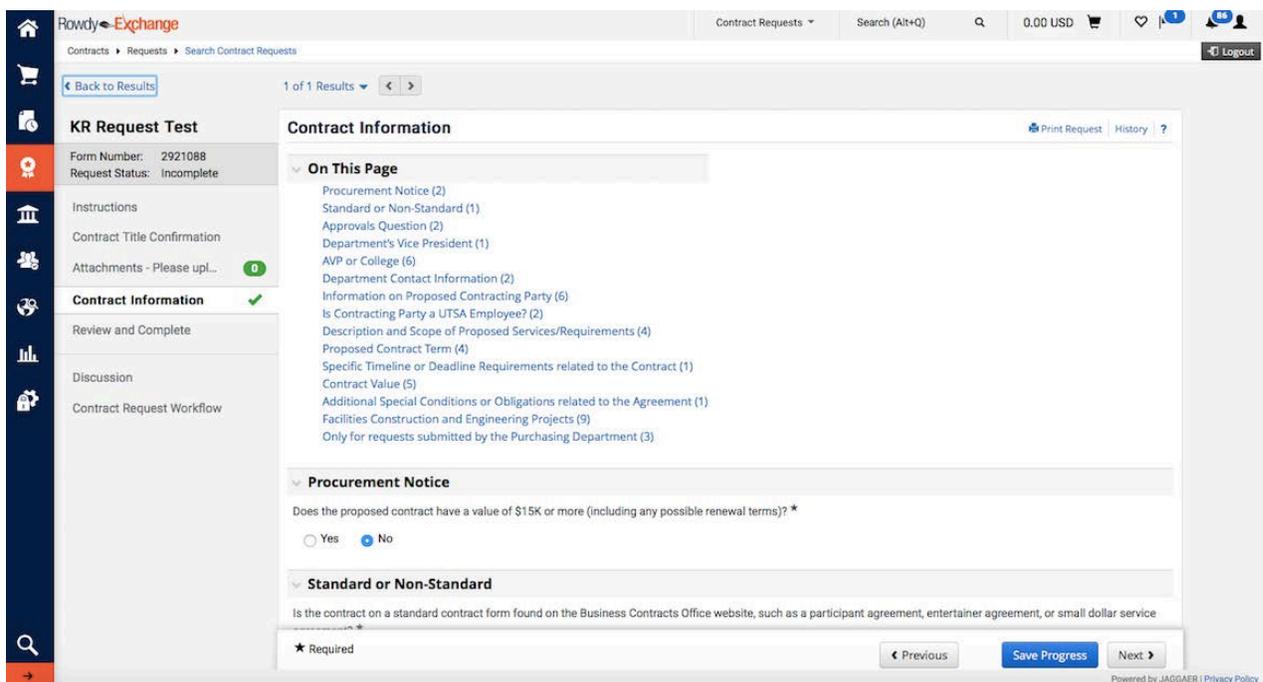


3.6 Contract Information Screen. The Contract Information page contains questions that must be answered to complete the contract request. Required questions are indicated with a star. Depending on your answer to certain questions, additional fields may pop up that need to be completed.

The Questions are detailed below with an explanation under each screen shot.

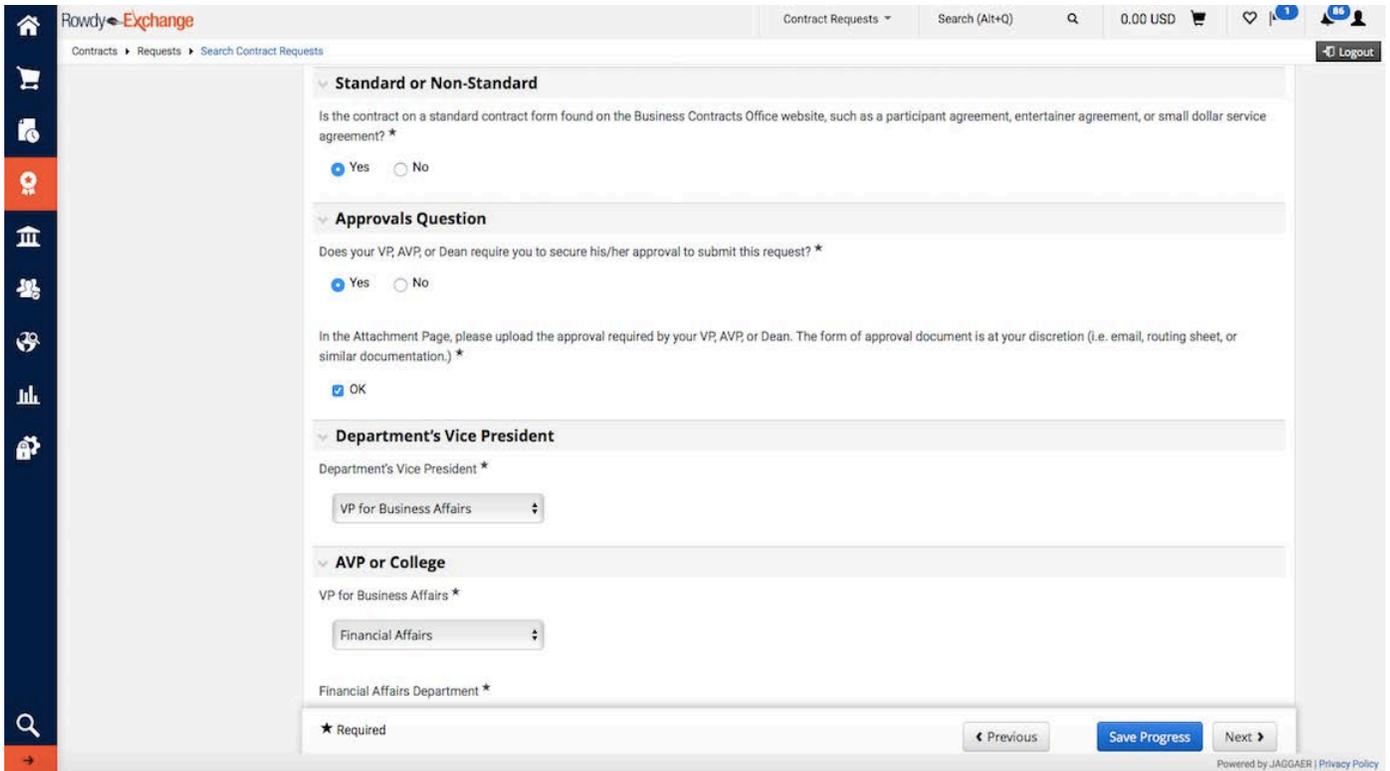
Tip: Click on the ‘?’ beside various fields for Help Information.

Note: At any point in time you can scroll to the bottom of the page and click **“Save Progress”** to save your information. You exit the system by logging out or closing the browser window. When you login again your saved information will be available under **“My Requests.”** The **My Requests** fields and related options are discussed in Section 5.



3.6.1 Procurement Notice – If the total amount of your contract (including any possible renewals) exceeds \$15,000.00, select Yes.

If you selected Yes, contact the Purchasing Office. If a purchase request is required, then the department should not submit the contract request through TCM. See the Procurement Notice at the beginning of this Guide.

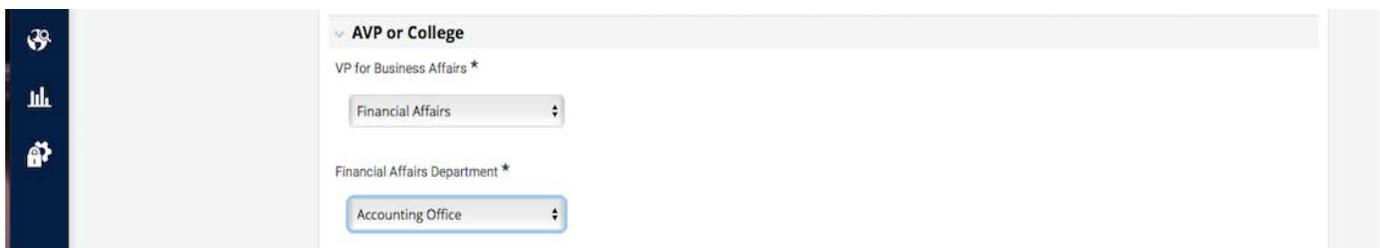


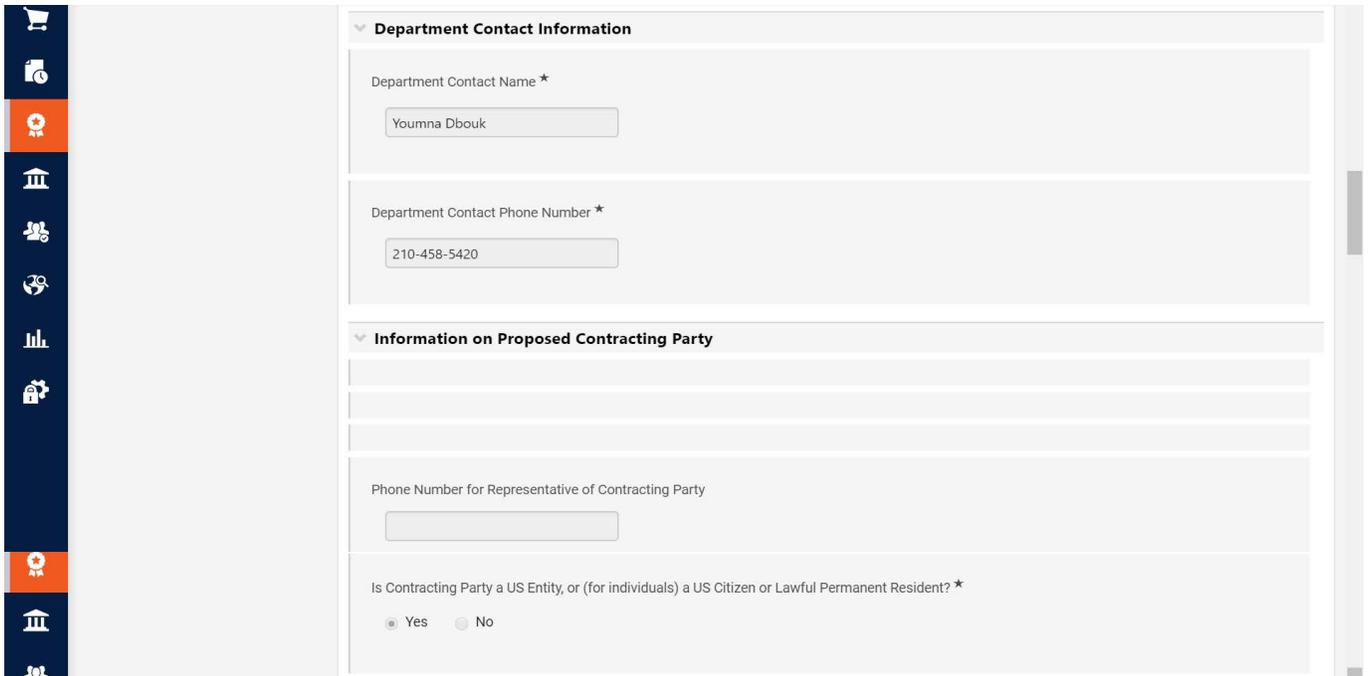
3.6.2 **Standard or Non-Standard** – Select Yes only if you are using a standard form off of the Business Contracts Website at <https://www.utsa.edu/bco/>.

3.6.3 **Approvals** – Upload approval from the budgetary authority, and any other approvals required by your AVP or Dean. These approvals can be in any format that is convenient, such as emails, an electronic deans approval, or some other form of documentation.

3.6.4 **Department's Vice President** – Click the dropdown and select the appropriate Vice President. Based on this selection the choices available in the **AVP or College** field will change.

3.6.5 **AVP or College** – Click the dropdown and select the appropriate AVP or College. *This selection may generate an additional Department field that requires completion.* Select the appropriate Department (if available). *See the image below*





Department Contact Information

Department Contact Name *

Yumna Dbouk

Department Contact Phone Number *

210-458-5420

Information on Proposed Contracting Party

Phone Number for Representative of Contracting Party

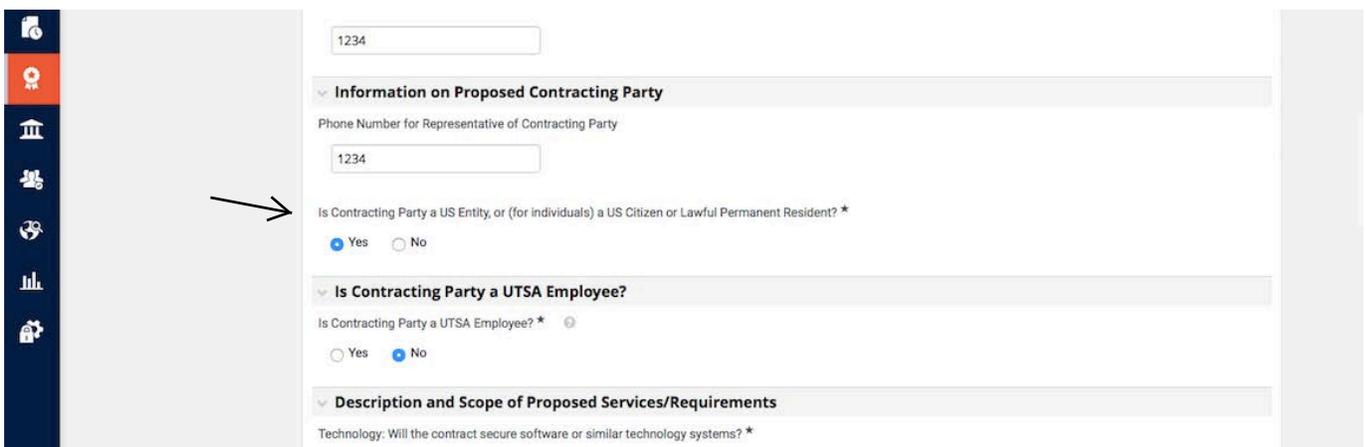
Is Contracting Party a US Entity, or (for individuals) a US Citizen or Lawful Permanent Resident? *

Yes No

3.6.6 Department Contact Information – Enter the information for the person in the department responsible for this contract. Including their phone number or extension under *Department Contact Phone Number*.

3.6.7 Information on Proposed Contracting Party – Enter the information of the appropriate individual that is representing the contracting party.

3.6.8 US Entity Question – Select Yes or No. The selection of “No” will trigger electronic routing to the Office of International Programs and the Office Research Integrity as required by UTSA policy. The selection of “No” will also generate instructions on the screen about securing the required approvals from OIP and ORI. The “Instructions” page of the Contract Request also provide information about securing OIP and ORI approvals for non-US entities.



1234

Information on Proposed Contracting Party

Phone Number for Representative of Contracting Party

1234

Is Contracting Party a US Entity, or (for individuals) a US Citizen or Lawful Permanent Resident? *

Yes No

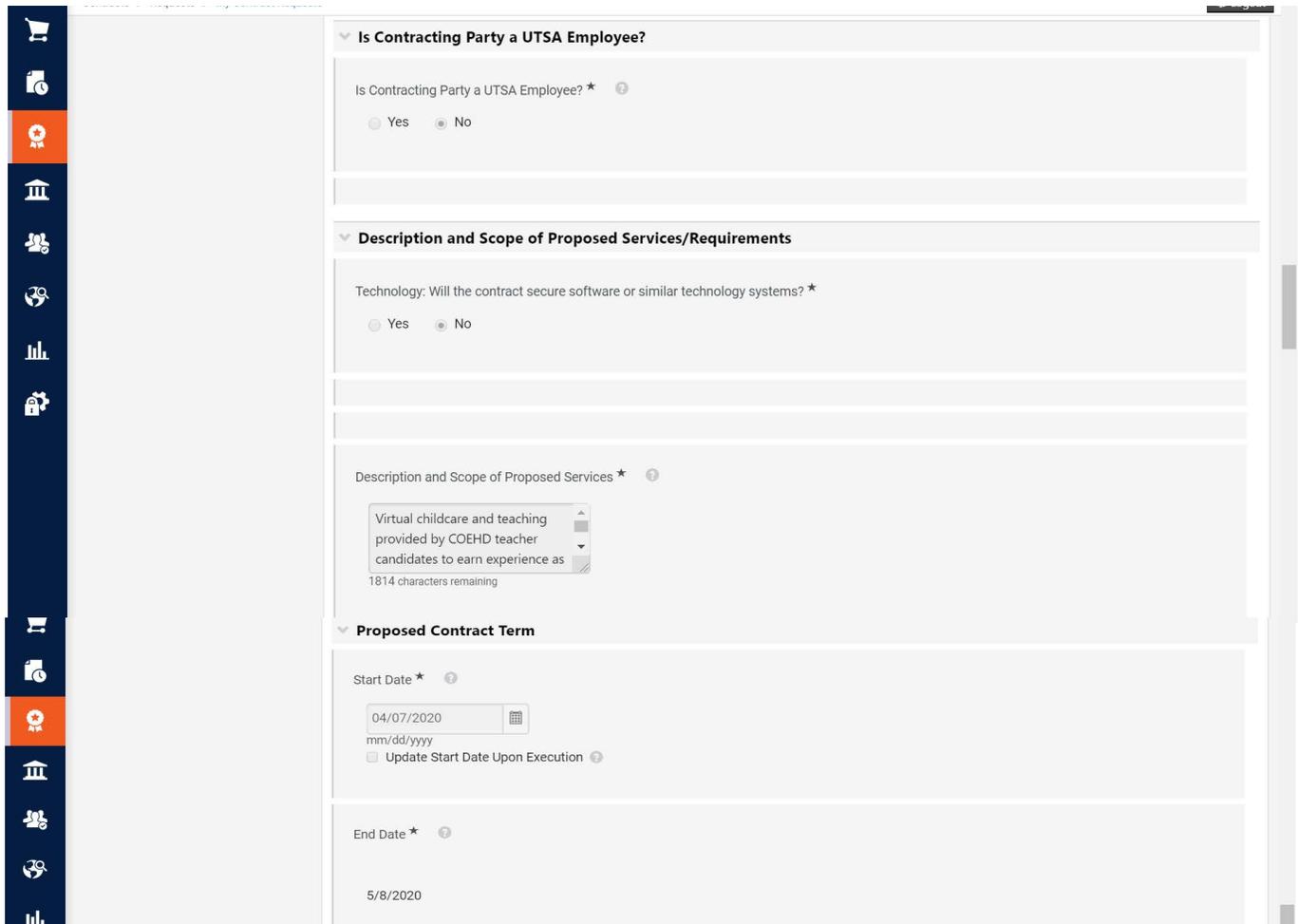
Is Contracting Party a UTSA Employee?

Is Contracting Party a UTSA Employee? *

Yes No

Description and Scope of Proposed Services/Requirements

Technology: Will the contract secure software or similar technology systems? *



The screenshot shows a web application interface with a dark blue sidebar on the left containing various icons. The main content area is a form with the following sections:

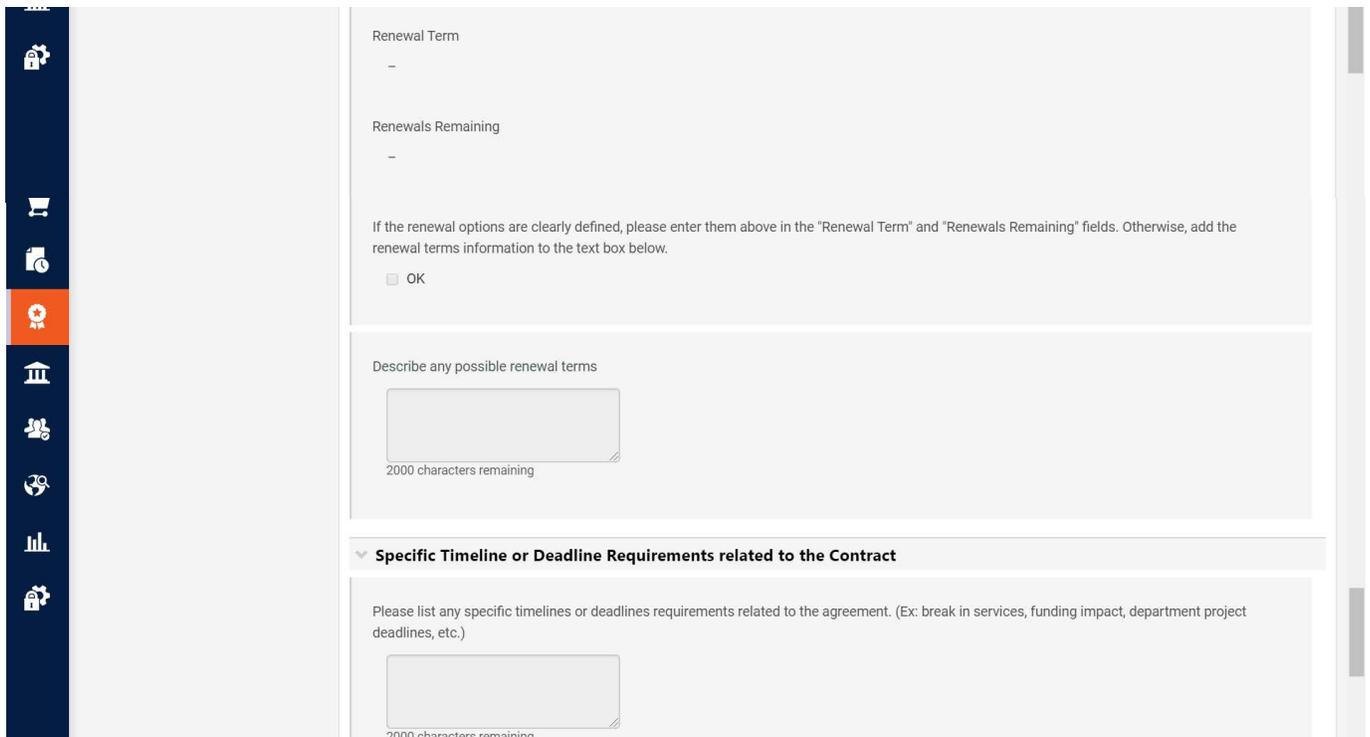
- Is Contracting Party a UTSA Employee?**: A radio button question with options "Yes" and "No". The "No" option is selected.
- Description and Scope of Proposed Services/Requirements**: A text area with a question: "Technology: Will the contract secure software or similar technology systems?" with "Yes" and "No" radio buttons. The "No" option is selected. Below this is a larger text area for the "Description and Scope of Proposed Services" with a dropdown menu showing "Virtual childcare and teaching provided by COEHD teacher candidates to earn experience as" and a character count of "1814 characters remaining".
- Proposed Contract Term**: A "Start Date" field with a calendar icon, showing "04/07/2020" and a format "mm/dd/yyyy". There is a checkbox for "Update Start Date Upon Execution". Below it is an "End Date" field showing "5/8/2020".

3.6.9 **UTSA Employee** - Is the contracting party a UTSA employee? Check yes or no. If yes, you will need to contact the business contracts office before proceeding and then check off “ok.”

3.6.10 **Description and Scope of Proposed Services/Requirements** – Enter a detailed description, particularly for non-standard contracts generated by a vendor/contractor. For information about what to include in this field, click the question mark next to the star, and help text will appear.

3.6.11 **Proposed Contract Term** – Enter the anticipated start date for the contract, then select *Expires On*. Another date field will appear to enter the anticipated end date of the contract. Enter the expected end date.

Note: If the Contract has possibilities for renewal terms (ref. below), then the expected end date should be the end of the initial term. Renewal terms are addressed below.



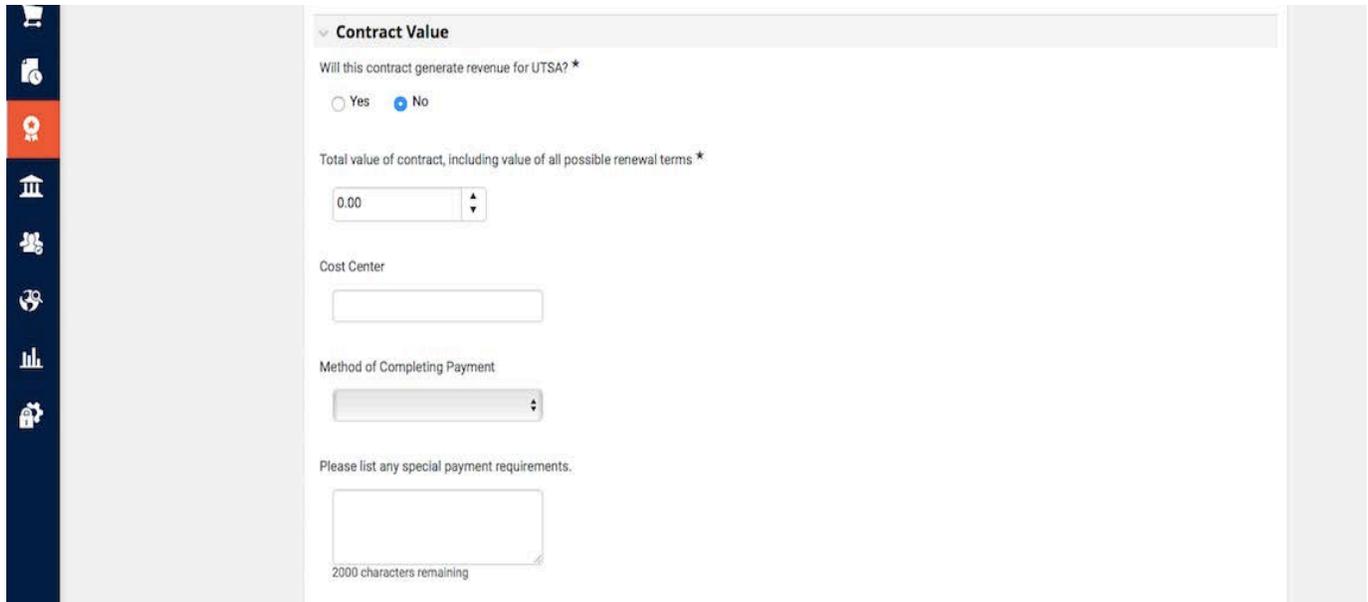
The screenshot shows a web interface with a dark blue sidebar on the left containing various icons. The main content area is light gray and contains the following sections:

- Renewal Term**: A text input field containing a hyphen (-).
- Renewals Remaining**: A text input field containing a hyphen (-).
- Instructions**: A paragraph of text: "If the renewal options are clearly defined, please enter them above in the 'Renewal Term' and 'Renewals Remaining' fields. Otherwise, add the renewal terms information to the text box below." Below this is a checkbox labeled "OK".
- Describe any possible renewal terms**: A large text input box with a "2000 characters remaining" indicator at the bottom.
- Specific Timeline or Deadline Requirements related to the Contract**: A section header with a downward arrow icon, followed by a text input box with a "2000 characters remaining" indicator. The text above the box reads: "Please list any specific timelines or deadlines requirements related to the agreement. (Ex: break in services, funding impact, department project deadlines, etc.)"

3.6.11 Renewals – If the contract has possible renewal terms, the system provides the following two ways to describe the renewal options.

- **Renewal Term and Renewals Remaining.** Use these fields if the possible renewals are straightforward. For example, if you have a contract with a single one-year option to renew, then enter the *Renewal Term* as "1" "Years" and the *Renewals Remaining* as "1".
- **Free Form Text Box to Describe Renewals.** If the possible renewal terms are not clearly defined, use the free form box to explain the possibilities. You can also use this box to explain any additional renewal conditions that need to be included. For example, "contract requires 60-day notice for renewal."

3.6.12 Specific Timeline or Deadline Requirements related to the Contract – Use this field to enter any additional information you need to provide regarding unusual timelines or deadlines for this contract.

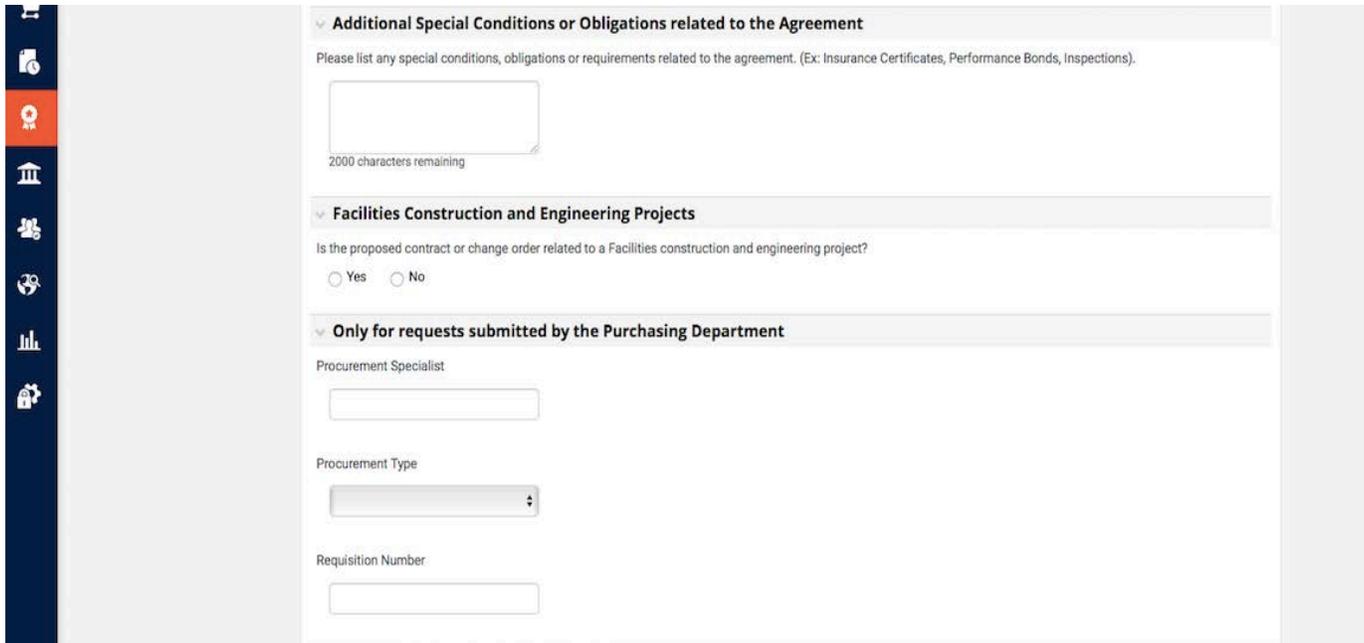


3.6.13 Contract Value –

- **Will Contract Generate Revenue?** Select *Yes* if this contract will directly result in revenue for UTSA, such as a contract in which UTSA provides services for payment, or a contract in which UTSA receives royalties.
- **Total Value.** Enter the total value of the contract including all possible renewals.

3.6.1 **Cost Center and Method of Completing Payment** – Although these are optional fields, including this information could be helpful (depending on the nature of the contract) for the department’s tracking and documentation purposes. See below for information related to “managing my requests.”

Special Payment Requirements – Use this field to enter any special payment requests, such as deposit requirements, or pre-payments. Note that deposits and pre-payment generally require approval by Disbursements.



The screenshot shows a web form with a dark blue sidebar on the left containing icons for home, search, and other functions. The main content area has three sections:

- Additional Special Conditions or Obligations related to the Agreement:** A section with a dropdown arrow and a text area for listing special conditions, obligations, or requirements. Below the text area is a "2000 characters remaining" indicator.
- Facilities Construction and Engineering Projects:** A section with a dropdown arrow and a question: "Is the proposed contract or change order related to a Facilities construction and engineering project?". Below the question are two radio buttons labeled "Yes" and "No".
- Only for requests submitted by the Purchasing Department:** A section with a dropdown arrow and three input fields: "Procurement Specialist" (text box), "Procurement Type" (dropdown menu), and "Requisition Number" (text box).

3.6.14 **Additional Special Conditions or Obligations related to the Agreement** – List any other special conditions that may pertain to this contract.

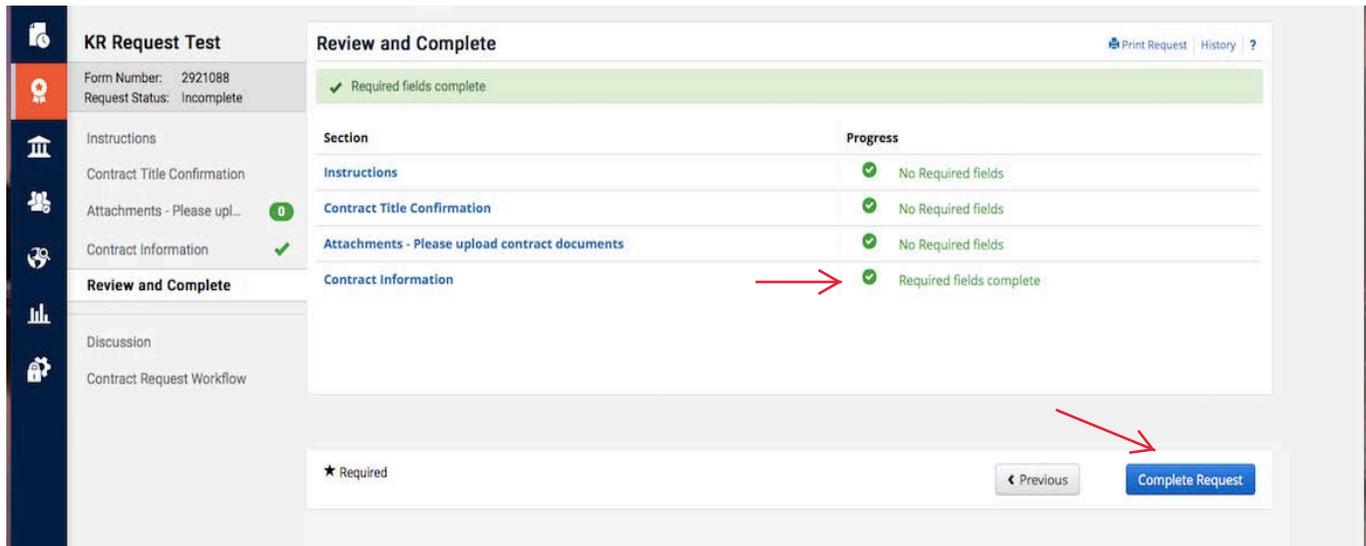
3.6.15 **Non Applicable Fields** – *Leave the following fields blank:*

- **Facilities Construction and Engineering Projects** – Leave these fields blank. These fields pertain only to Facilities’ Engineering and Project Management.
- **Purchasing and Distribution Services Department Use Only** – Leave these fields blank.

3.7 Proceed to Review and Complete Page – Once all required fields have been completed. click the **Next** button to go to the *Review and Complete* page (if you are ready to submit).

Note on option to submit comments: TCM also has an option to submit comments through the *Discussions* page, which is described in Section 7. (The Discussion page is deferred to a later section to coordinate with the flow of this Guide and the Contract Request system.)

3.8 Review and Complete Page. Once all Required Fields are completed, the Review and Complete page will show green check marks and will say *No Required Fields* or *Required Fields Complete*. If any of the Required Fields (Questions with a star beside them) are not completed, the page will be shown as grey and say *Incomplete*.



3.9 Submit Request. Click *Complete Request* to submit the Contract Request. BCO will be sent a notification of a pending request. The Contract Request will be submitted and shown as “Under Review”.

4. Additional Options for Navigating the Screens in the Contract Request. As detailed above, completing the Contract Request requires moving through a few required screen pages. These screen pages are listed on the left side of the screen and are labeled:

- (i) *Instructions* (your current page shown below),
- (ii) *Contract Title Confirmation*,
- (iii) *Attachments*, and
- (iv) *Contract Information*.

The TCM Contract Request system also contains an optional screen (*Discussion*) & a Workflow screen (*Contract Request Workflow*), both of which are discussed in detail in this Guide.

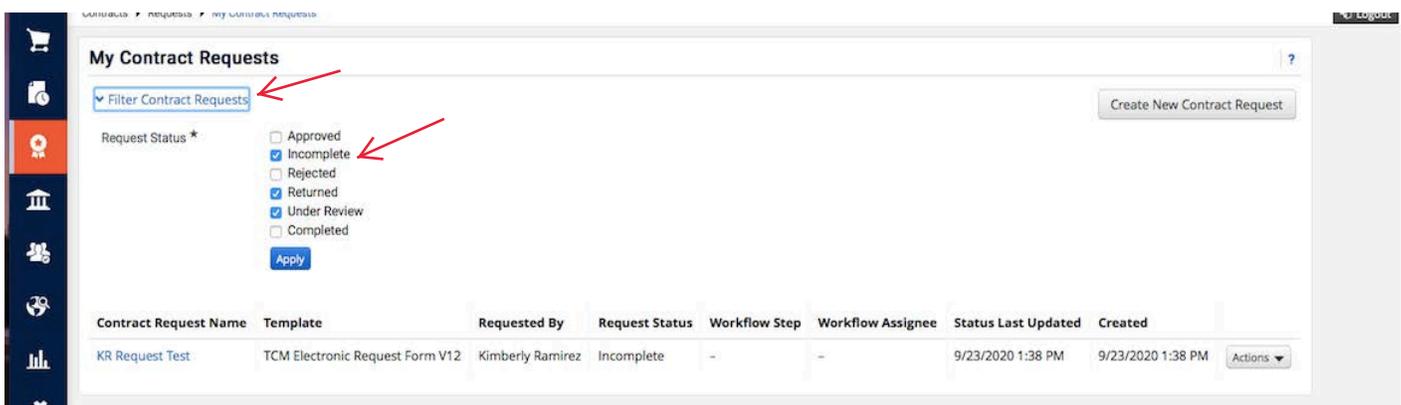
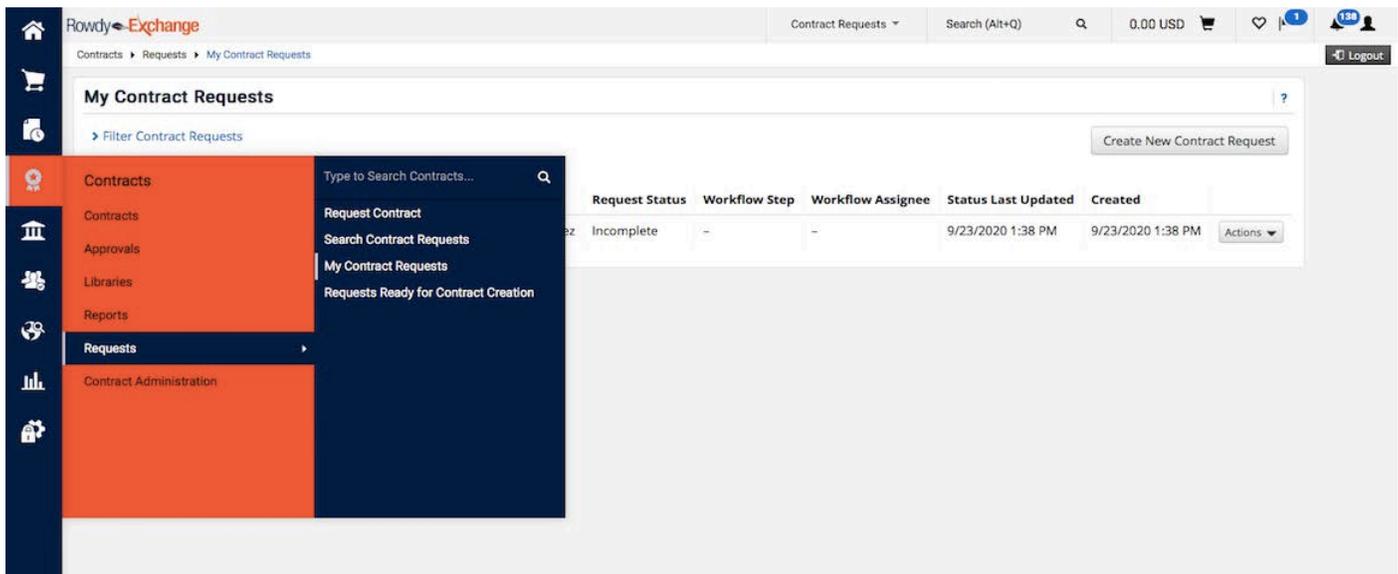
In addition to using the *Next* button as described above, you can also go directly to a specific screen of the Contract Request (i.e. *Contract Title Confirmation*, *Attachments*, *Contract Information*, *Review and Complete*, etc.) by clicking on any of the titles on the left side of the page. Remember that you can save changes by clicking the *Save Progress* button at the bottom of the screen.

5. Retrieving & Accessing Your Contract Request. Once you exit and come back into TCM, You can search and follow the status of your requests in multiple ways. Two different methods of accessing your Contracts Request are described below. Accessing the *Contract File* and *Contract Number* are described in [Section 6](#).

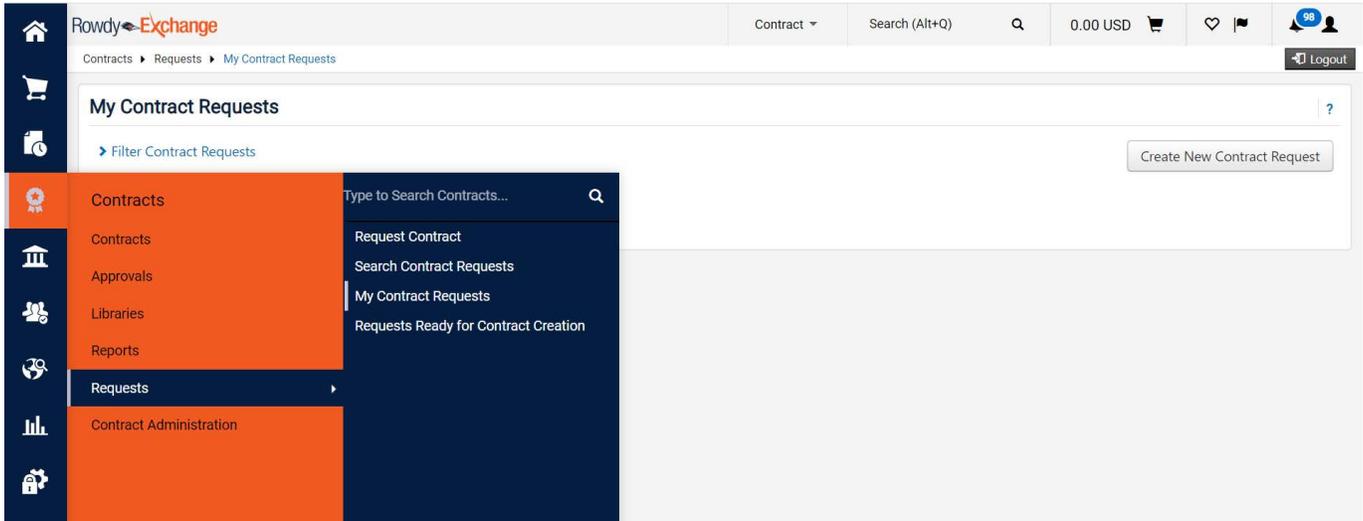
5.1 From the Contract Requests Dashboard. If you have your Contracts Requests Dashboard set up (ref. [Section 8](#)), click on *My Contract Requests* in the Quick Links menu shown in the first screen shot below. A list of your Contract Requests will be displayed.

- **Possible Need to “Filter” Contract Requests:** All the contract requests you created will be available under *My Contract Requests*. However, you may need to click on *Filter Contract Requests* and select *Approved* and/or *Completed*, then click the *Apply* button as shown in the second screen shot on this page.

A Completed Contract Request means BCO has Created a Contract File. A Completed Request does not equal an executed contract. See [Section 6](#).



5.2 Search under **My Contract Requests** using the TCM Icon. Hover over the TCM icon (Medal/Ribbon) and search under *My Contract Requests*. A list of your Contract Requests will be displayed. Accessing the *Contract File* and *Contract Number* are described in [Section 6](#).



“Filtering Contract Requests: As mentioned, you may need to click on *Filter Contract Requests* and select *Approved* and/or *Completed* then click the *Apply* button to see those contract requests that have been reviewed by BCO. See Screen Shots on previous page.

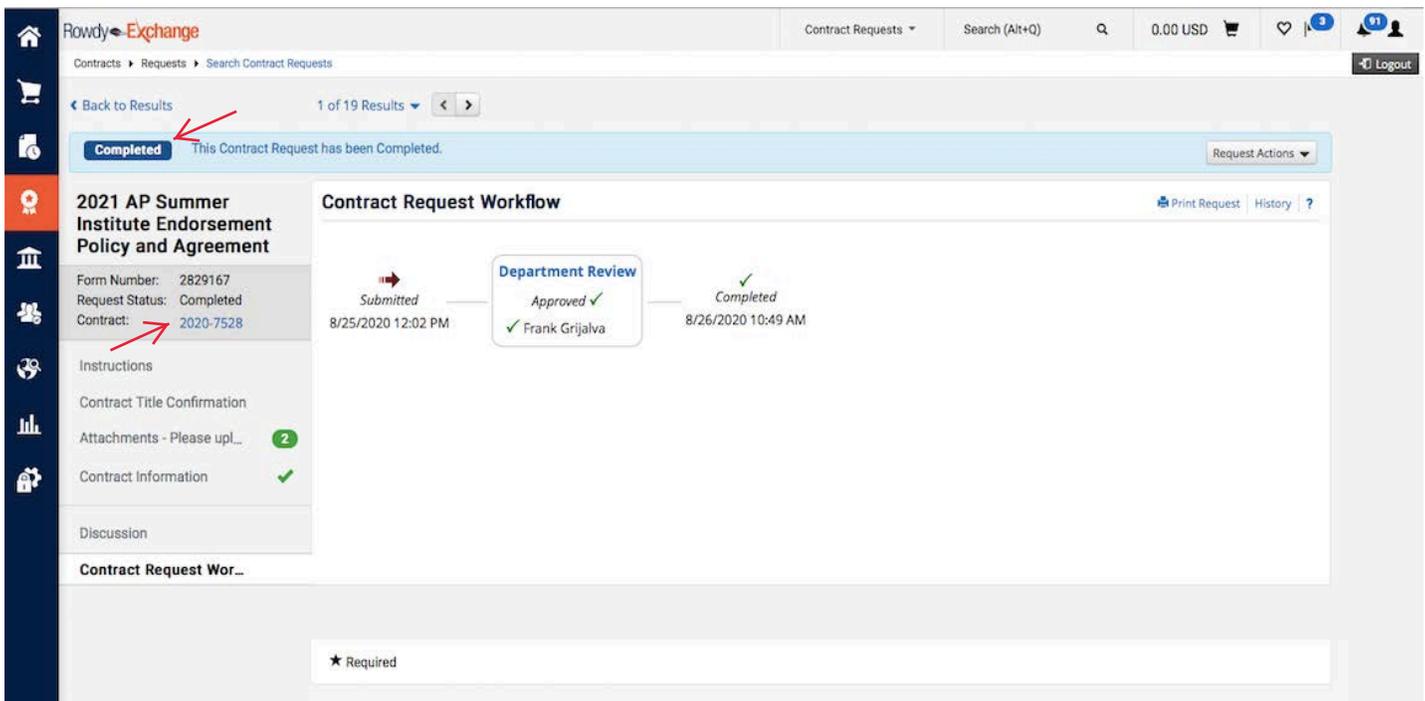
Completed Contract Request means BCO has Created a Contract File to be Worked. A Completed Request does not equal an executed contract. See [Section 6](#).

6. Viewing the Contract File; Difference between Contract Request & Contract File

6.1 Contract Request “flipped” into Contract file. BCO will review your request and “flip it” into a Contract File. Once BCO flips your request into a Contract File, your request will show “Completed” as displayed in the Screen Shots on this page and the following page. This means BCO has taken action on your request and created a file to begin completing the contract.

6.2 Securing a Contract Number and Viewing Contract File. Once BCO “flips” your request into an actual contract file, a contract number will be created. The contract number will be shown in your request on the left side of the screen, under your Request Title. Click on the contract number to get to the actual contract file. In the contract file, you can see additional information (some of which is added by BCO) and monitor your contract.

A “Completed” Contract Request means BCO has Created a Contract File to be Worked. A Completed Request does not equal an executed contract.



The screenshot displays the Rowdy Exchange Total Contract Manager interface. At the top, the header includes the Rowdy Exchange logo, navigation menus for 'Contract Requests', a search bar, and user information. The main content area shows a 'Completed' status for a contract request, with a message stating 'This Contract Request has been Completed.' Below this, the 'Contract Request Workflow' is detailed, showing a sequence of steps: 'Submitted' (8/25/2020 12:02 PM), 'Department Review' (Approved by Frank Grijalva), and 'Completed' (8/26/2020 10:49 AM). A sidebar on the left provides details for the '2021 AP Summer Institute Endorsement Policy and Agreement', including the form number (2829167), request status (Completed), and contract number (2020-7528). A red arrow points to the contract number in the sidebar. The interface also includes a 'Request Actions' dropdown and a 'Print Request' link.

The screenshot shows the 'Instructions' page for a completed contract request. The page title is '2021 AP Summer Institute Endorsement Policy and Agreement'. The request status is 'Completed' and the contract number is '2020-7528'. The page contains a 'Procurement Notice' section with the following text:

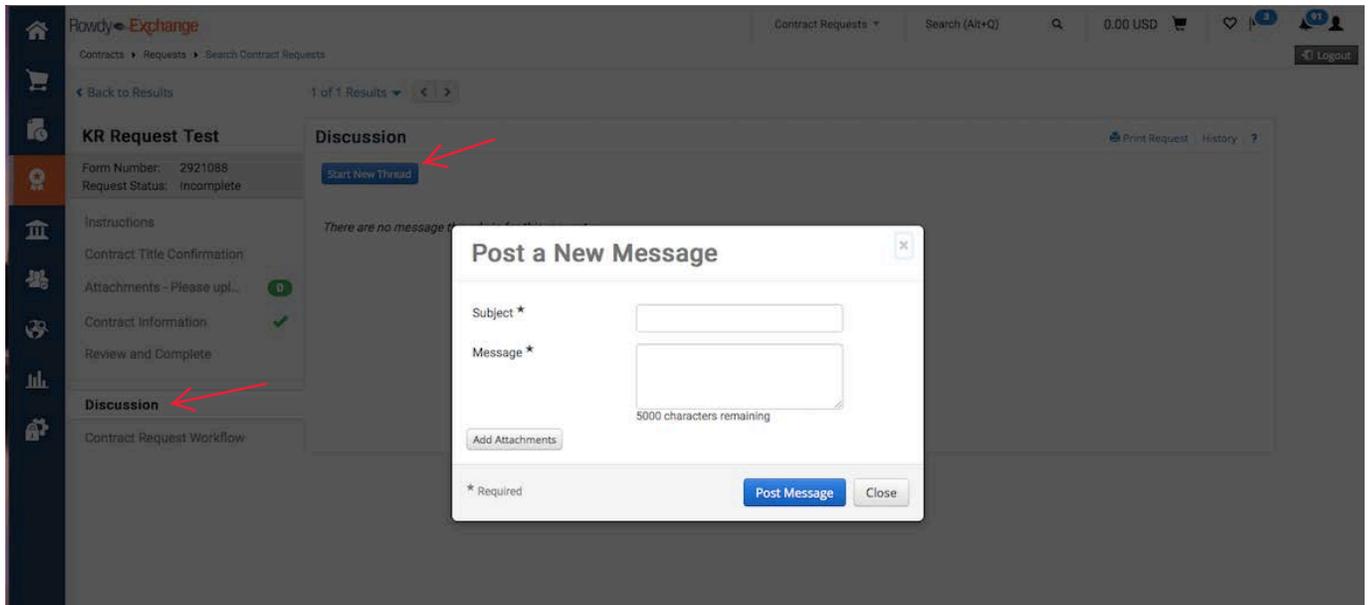
Procurement Notice

IF THE TOTAL VALUE OF THE CONTRACT IS \$15K OR MORE, CONTACT THE PURCHASING OFFICE BEFORE PROCEEDING. If submission of a purchase request is required, then the department should not submit the contract request through TCM. The Purchasing Office will submit the request on behalf of the department after they receive the purchase request and after procurement requirements are satisfied. (BCO will then add the requester as a "stakeholder" so the requester can follow the process electronically.) Reference the Purchasing Office website at <http://www.utsa.edu/purchasing/index.cfm> for further information on procurement requirements and submission of purchase requests.

6.3 Timeline for BCO to Flip Request into a Contract File. “Flipping the contract request and creating the Contract File should occur within 1-2 business days after receipt of the request by BCO. You can monitor the review process for your Contract Request by clicking on the *Contract Request Workflow* tab as shown in the Screen Shot below.

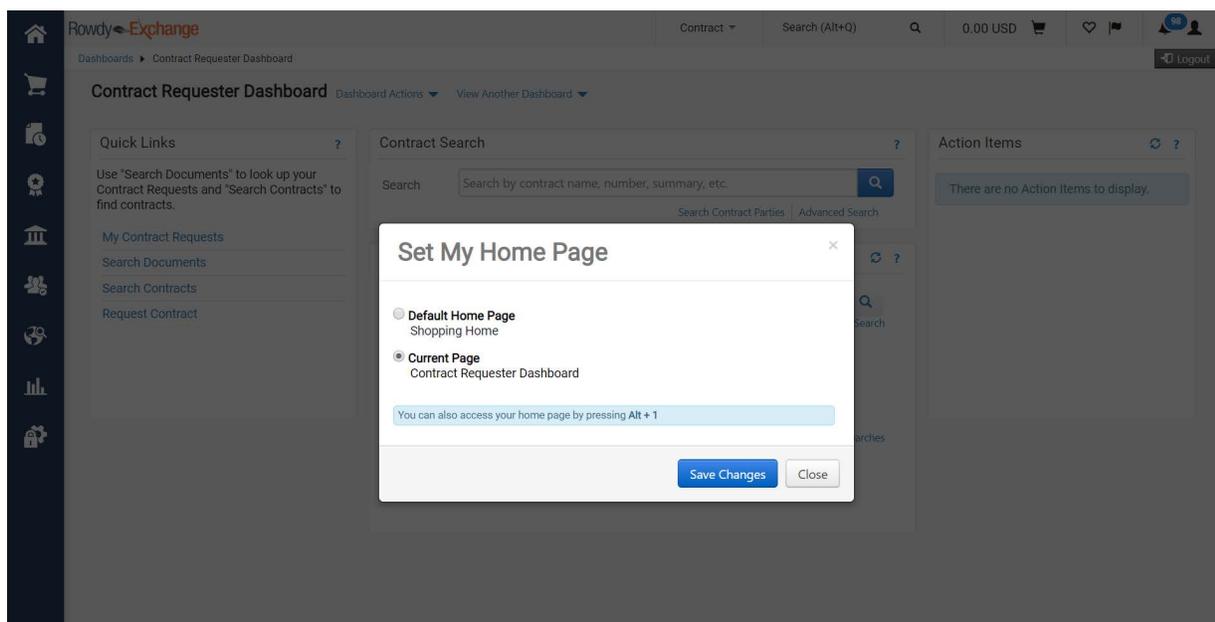
The screenshot shows the 'Contract Request Workflow' page for the same contract request. The workflow is shown as a sequence of steps: 'Submitted' (8/25/2020 12:02 PM), 'Department Review' (Approved by Frank Grijalva), and 'Completed' (8/26/2020 10:49 AM). A red arrow points to the 'Department Review' step. Another red arrow points to the 'Contract Request Wor...' tab in the left sidebar.

7. Contract Request Discussions Page. The Discussions page in the Contracts Request provides the option to submit comments along with the request. If you would like to add any additional comments for BCO, click on the *Discussions* page on the left hand menu. Then select *Start New Thread* and include a subject and message.



8. Setting your JAGGAER Home Page to the Primary TCM Site (Contracts Dashboard). The TCM Contract Dashboard site is the primary TCM home page. To change your JAGGAER home page to the Contract Dashboard, click on the your profile icon and select *Dashboards*. Then click "view other dashboards" and then click "Contract Requester Dashboard"

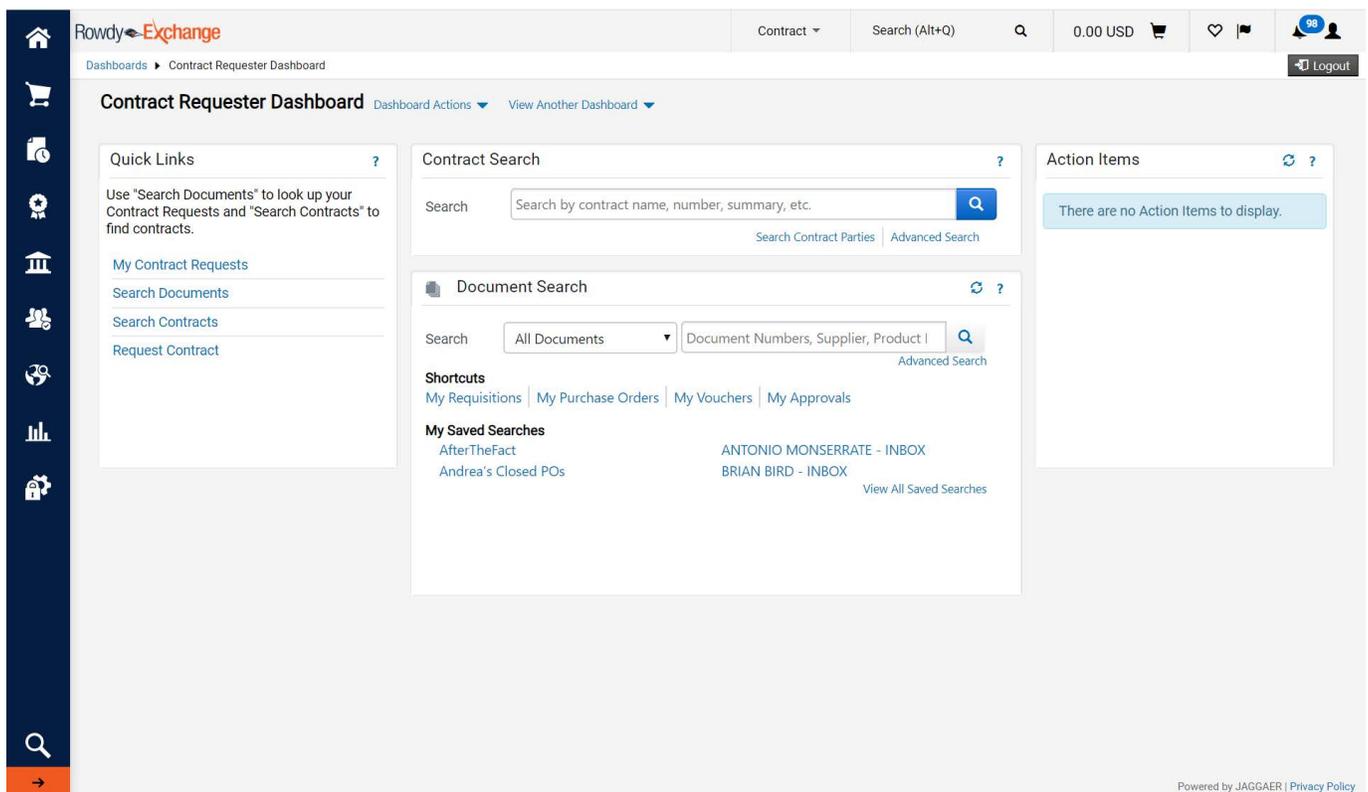
Click on your profile icon again and click *Set My Home Page*. Set the Approver Dashboard as your Home Page and click *Save*. Anytime you wish to return to the Home Page, select house icon on the top left side of the screen.



FYI NOTE: The Screen Shot above (previous page) shows a Dashboard that will not display on the screen (Business Contracts Dashboard).

Contract Requester Dashboard.

From the Dashboard, you can search for Contracts that have been created from the Contract Requests you've submitted. You will see Action Items displayed. In the Quick Links section you can click on a Quick Link to go directly to a specific task.

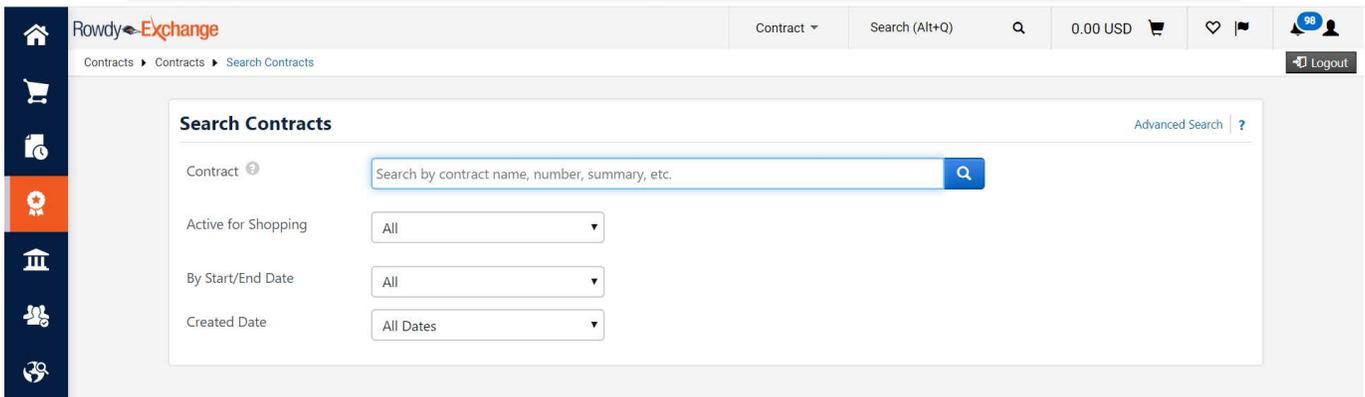


The screenshot displays the 'Contract Requester Dashboard' within the Rowdy Exchange system. The interface includes a top navigation bar with the Rowdy Exchange logo, a 'Contract' dropdown menu, a search bar (Alt+Q), a currency display of 0.00 USD, and a 'Logout' button. The main dashboard area is divided into several sections: 'Quick Links' with instructions on using 'Search Documents' and 'Search Contracts', and links for 'My Contract Requests', 'Search Documents', 'Search Contracts', and 'Request Contract'; 'Contract Search' with a search input field and a search button; 'Document Search' with a dropdown menu set to 'All Documents' and a search input field; 'Shortcuts' for 'My Requisitions', 'My Purchase Orders', 'My Vouchers', and 'My Approvals'; and 'My Saved Searches' listing 'AfterTheFact', 'Andrea's Closed POs', 'ANTONIO MONSERRATE - INBOX', and 'BRIAN BIRD - INBOX'. An 'Action Items' section on the right indicates 'There are no Action Items to display.' The footer of the dashboard states 'Powered by JAGGAER | Privacy Policy'.

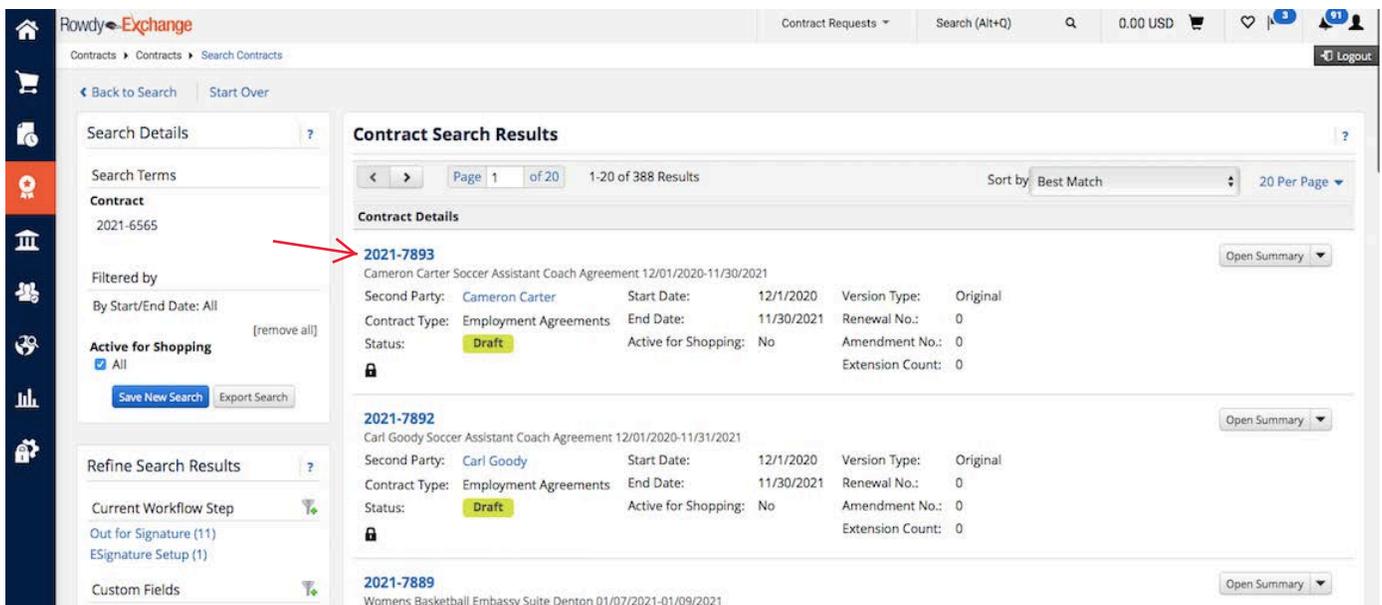
9. Search Executed and Approved Contracts. TCM provides users the ability to search for existing contracts as well contracts that have been approved by BCO but are pending final signature. To search for a contract, hover over the TCM Module (Medal/Ribbon). Under the title *Contracts*, click on *Search Contracts*.

TCM provides options for both a *Simple Search* and an *Advanced Search*.

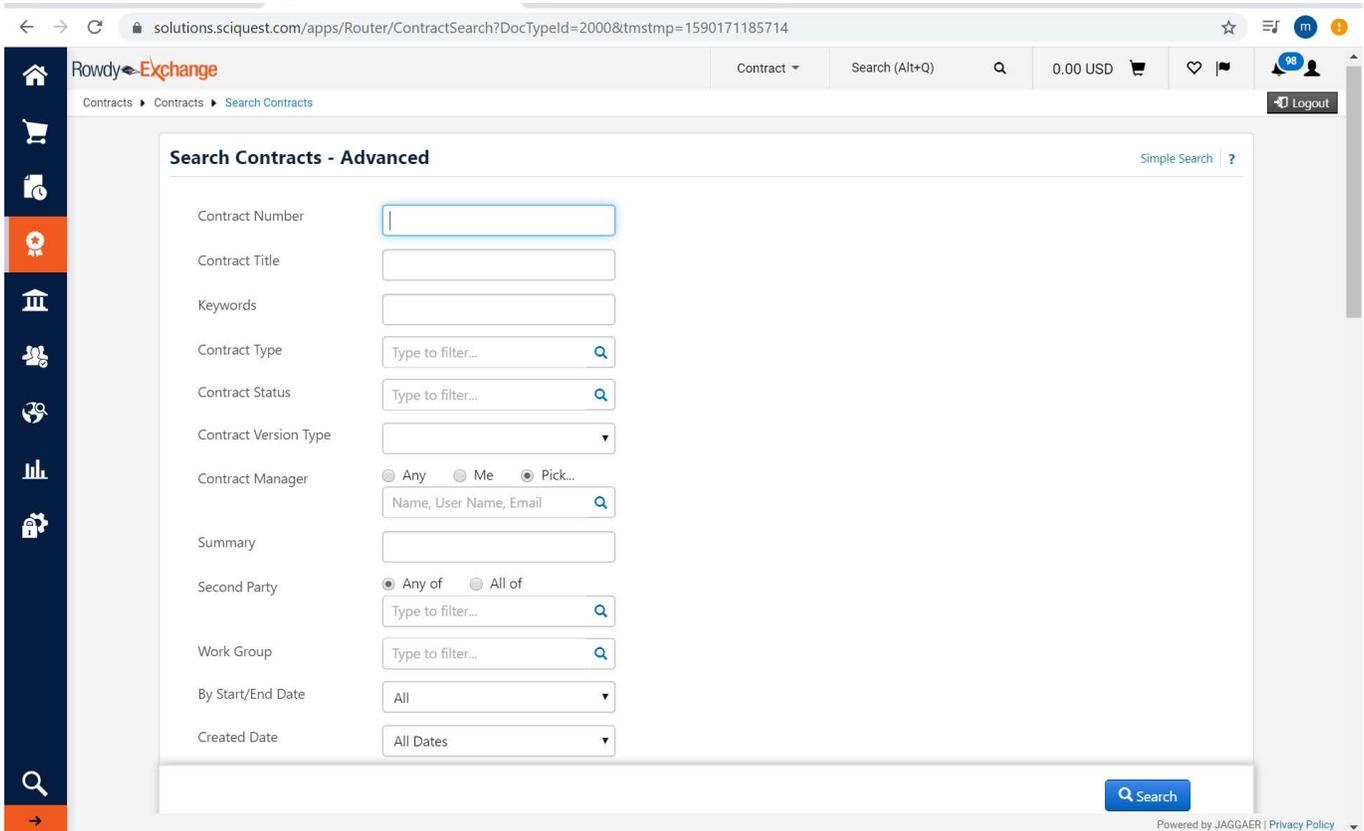
9.1 Simple Search. The Simple Search, shown below, is helpful if you're searching for a certain contract and you know the basic contract information, such as title, number, or summary. BCO recommends selecting the "All" option for the *Start/End Date field*.



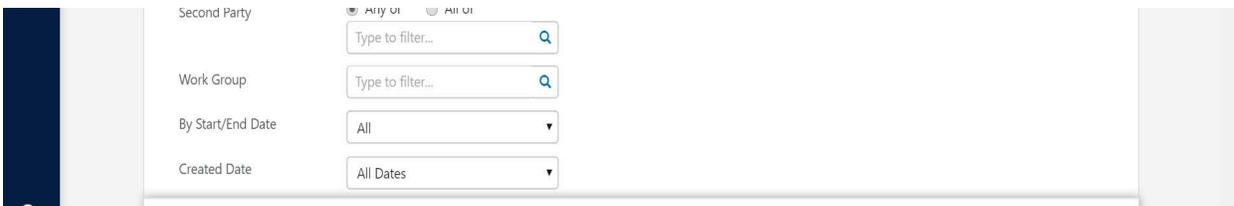
After entering the information, click on the Magnifying Glass and TCM will show those contracts meeting your search criteria. Click on the Contract number to see the contract. For example, in the below Screen Shot, click on 2021-7893.



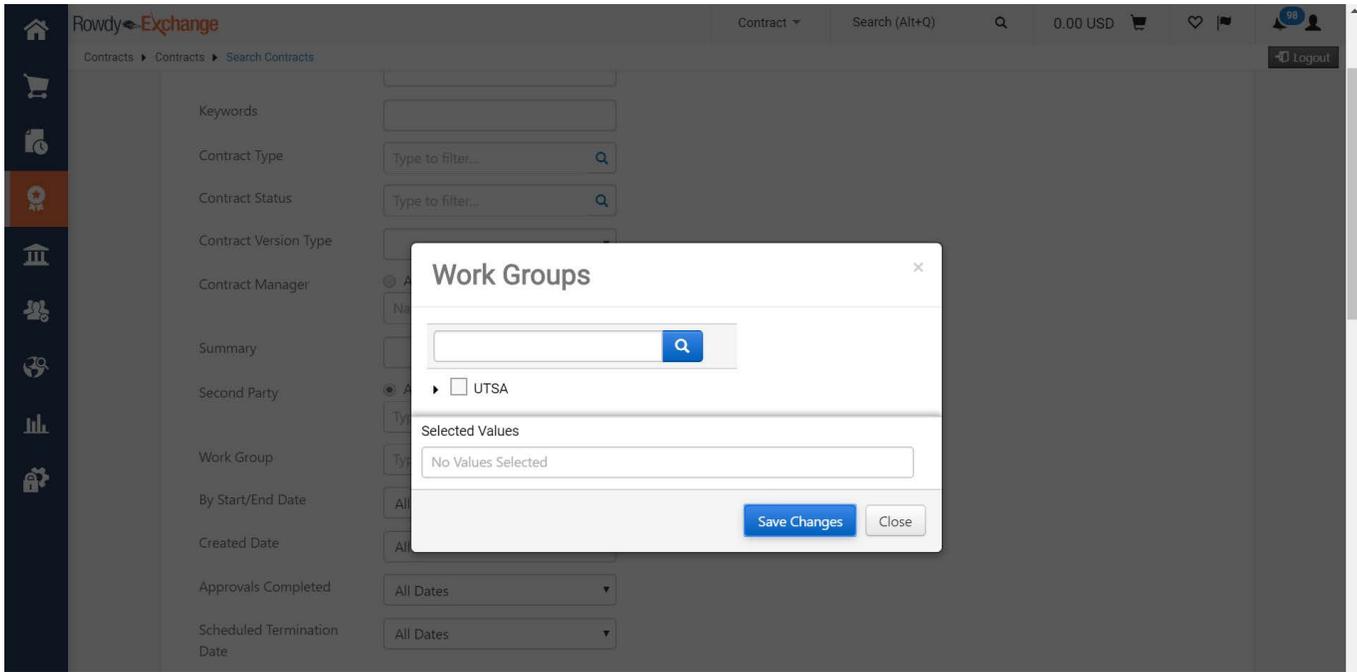
9.2 Advanced Search. To use the *Advanced Search*, shown below, change your search option in the upper right from Simple Search to Advanced Search.



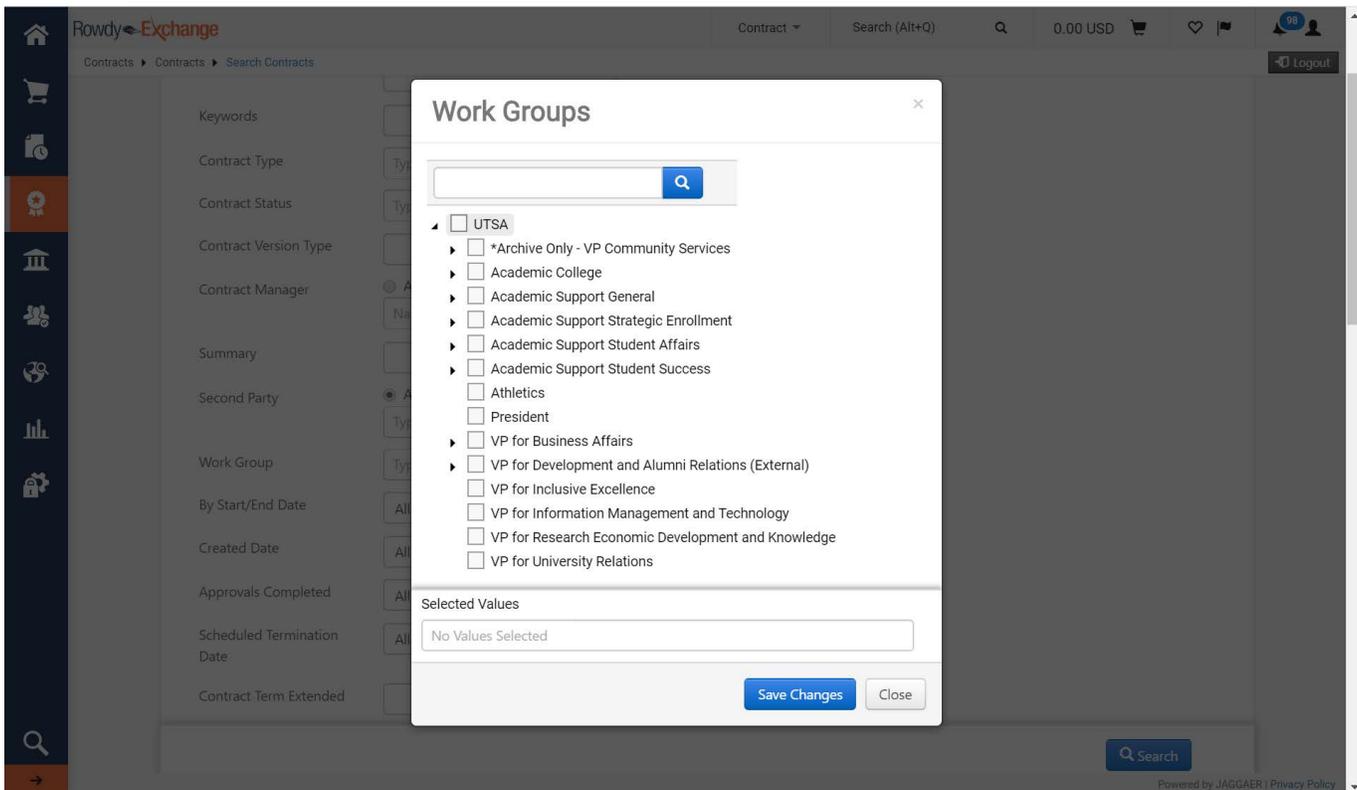
“Work Groups Means “Department.” To search for contracts under your department, use the field “**Work Groups.**” “Work Groups” equates to “department.” (This was not a title that SciQuest could modify.)



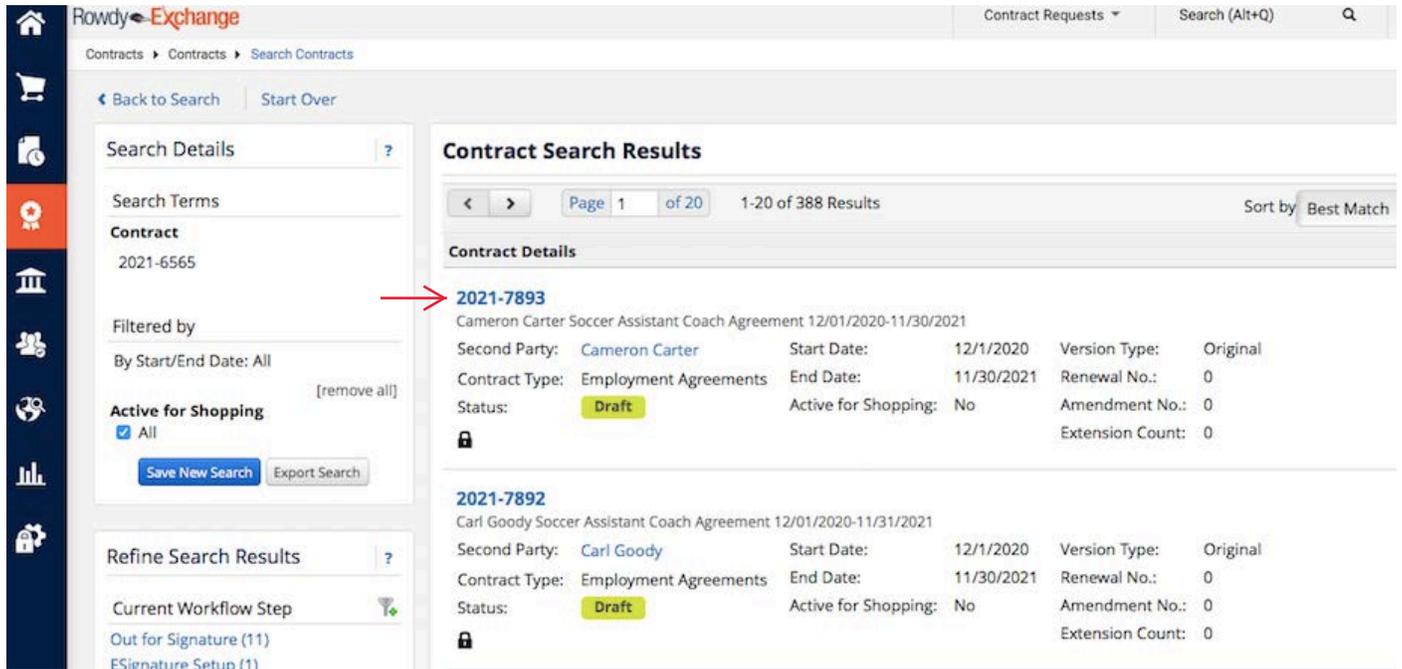
Click the **Magnifying Glass**. Use the magnifying glass to expand fields such as *Work Groups*, *Contract Type*, and *Status*.



Use the black drop-down **arrows** in the fields (do **NOT** check the box until you get to the specific dept/field that you need). Click Save Changes, and then hit the *Search* Button at the bottom of the Search Screen.



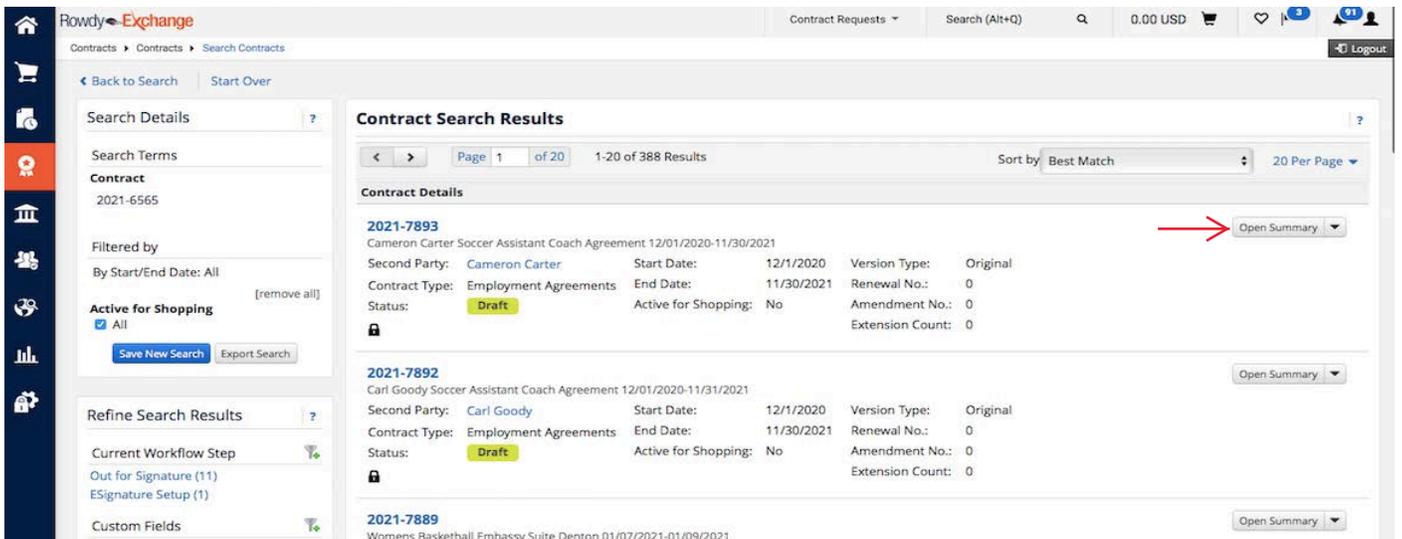
After hitting the *Search* Button, TCM should show those contracts meeting your search criteria. Click on the Contract number (i.e. 2021-7893) to see the contract.



The screenshot shows the Rowdy Exchange interface with search results for contract 2021-7893. A red arrow points to the contract number 2021-7893 in the list.

Contract Search Results			
Page 1 of 20		1-20 of 388 Results	
Contract Details			
2021-7893			
Cameron Carter Soccer Assistant Coach Agreement 12/01/2020-11/30/2021			
Second Party:	Cameron Carter	Start Date:	12/1/2020
Contract Type:	Employment Agreements	End Date:	11/30/2021
Status:	Draft	Active for Shopping:	No
		Version Type:	Original
		Renewal No.:	0
		Amendment No.:	0
		Extension Count:	0
2021-7892			
Carl Goody Soccer Assistant Coach Agreement 12/01/2020-11/31/2021			
Second Party:	Carl Goody	Start Date:	12/1/2020
Contract Type:	Employment Agreements	End Date:	11/30/2021
Status:	Draft	Active for Shopping:	No
		Version Type:	Original
		Renewal No.:	0
		Amendment No.:	0
		Extension Count:	0

For additional viewing options, you can also hit the “Open Summary” on the right side of the screen.



The screenshot shows the Rowdy Exchange interface with search results for contract 2021-7893. A red arrow points to the 'Open Summary' button on the right side of the contract details.

Contract Search Results			
Page 1 of 20		1-20 of 388 Results	
Contract Details			
2021-7893			
Cameron Carter Soccer Assistant Coach Agreement 12/01/2020-11/30/2021			
Second Party:	Cameron Carter	Start Date:	12/1/2020
Contract Type:	Employment Agreements	End Date:	11/30/2021
Status:	Draft	Active for Shopping:	No
		Version Type:	Original
		Renewal No.:	0
		Amendment No.:	0
		Extension Count:	0
Open Summary			
2021-7892			
Carl Goody Soccer Assistant Coach Agreement 12/01/2020-11/31/2021			
Second Party:	Carl Goody	Start Date:	12/1/2020
Contract Type:	Employment Agreements	End Date:	11/30/2021
Status:	Draft	Active for Shopping:	No
		Version Type:	Original
		Renewal No.:	0
		Amendment No.:	0
		Extension Count:	0
Open Summary			
2021-7889			
Womens Basketball Embassy Suite Denton 01/07/2021-01/09/2021			
Open Summary			

You can search using any of the options in Advanced Search in any combination, such as searching for a specific contract *Type* and *Status* for your department (*WorkGroups*).



Support: Please email any issues or comments to the Business Contracts Office at businesscontracts@utsa.edu and feel free to contact BCO for any assistance. The BCO staff directory is located at <http://www.utsa.edu/bco/>