THE UNIVERSITY OF TENNESSEE CHATTANOOGA
Enrollment Management and Student Affairs

FINAL SUBMISSION DEPARTMENTAL CHECKLIST

Use this checklist to confirm all applicable requirements are complete before submitting to EMSA Business Affairs.

Vendor Name:		**Departmental Technical Contact:**	
Vendor Contact Name: **Vendor Email:** **Vendor Phone Number:**		**Contract Amount:**	$
Effective Date:		**DASH Account Number:**	

Complete package should be submitted to EMSA Business Affairs at least 30 days before the expected effective date.
Please include final submission departmental checklist in email.

FINAL SUBMISSION TO BUSINESS AFFAIRS

- ☐ Draft contract/agreement
- ☐ Vendor contact information
- ☐ Quote
- ☐ Multi-year pricing, if applicable
- ☐ Approved NCJ, if applicable
- ☐ Technology Purchase Review approval, if applicable
- ☐ Other supporting documentation attached, if applicable

DEPARTMENT RESPONSIBILITIES

- Identify the need for the purchase or contract and initiate the process early.
- Provide the required 90-day notification to Business Affairs.
- Provide accurate vendor, purchase, funding, and contract information.
- Obtain quotes/bids when required and complete the NCJ process when applicable.
- Initiate Technology Purchase Review for applicable software/technology purchases.
- Provide a departmental technical contact.
- Review the draft agreement for departmental business and operational requirements.
- Submit the complete contract package at least 30 days before the anticipated effective date.
- Monitor contract expiration dates and initiate renewals early enough to meet the 90-day requirement.

IMPORTANT — TIMELINE & COMMITMENT

Departments should not make commitments to vendors, authorize work, or assume a contract or purchase order will be completed by a specific date until all required University approvals and procurement processes have been completed. Failure to provide the required information within the established timelines may delay the contract or purchase order.

Questions or submissions: EMSABusAffairs@utc.edu