UNIVERSITY OF WYOMING



Contract Process Updates

Good morning, everyone! Starting today, there is a new process for specific UW template contracts with NO changes and hotel agreements below $20,000. There will be a shorter workflow, and less approvals required. Note that the Quote and Bid Threshold Policy still applies. For contracts that are in these categories, the person who enters the contract will be responsible for finalizing only these contracts and will send for signature via DocuSign themselves. QRGs are available on the Knowledge Base for all the new processes, including changes to the regular process.

- Open Labs with Office of General Counsel, FAST, and the WyoCloud team for questions and help going through the process are happening during the following dates and times:
    - November 5th from 10-11am
    - November 9th from 11am-12pm
    - November 12th from 1:30-2:30
    - November 18th from 2:30-3:30
    - November 20th from 10-11am
    - Zoom link for all the Open Labs: https://uwyo.zoom.us/j/97889635936

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