

Contract Status Meaning

Draft – Someone is working on it you can see who has it checked out in the top left corner of the contract page

Pending Approval/Signature – If the contract is hanging here, there is an issue. Either someone forgot to launch signature application to place signatures manually, or the signature robot cannot find the code on the templates - Contact Business Systems

Expired/Completed – The pay against date has passed and this contract will not show up as a link in the requisition process. A Contract Manager can extend this date

Executed: In Effect – Contract is fully signed (executed) and In Effect – meaning we can pay against it (link will show up during requisition process)

Executed: Future – Contract in fully signed (executed) but we cannot pay against it until the first date of service (link will not show up in requisition process)

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