



Contract Deliverables Tracker Instructions

The University requires units to maintain oversight to ensure that suppliers perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Tracking contract deliverables is the responsibility of the units, which is a mandatory requirement under Uniform Guidance. The Contract Tracking Template should be used as a guide, for units to keep track of contract and project deliverable information.

- **Unit Responsible Contact:** The unit contact name who is responsible for overseeing the contract/project.
- **Contract Number:** The contract number in RU Marketplace assigned to the fully executed agreement.
- **Contract Start Date:** The date when the project will begin.
- **Contract End Date:** The date when the project will end.
- **Supplier Name:** The supplier performing the services.
- **Contract Description:** Describe the services being performed by the supplier.
- **Purchase Order Number:** The purchase order number provided to suppliers for invoice submission once deliverables are completed.
- **Project Deliverable(s):** List the deliverables to be performed by the supplier.
- **Were the deliverables completed/delivered?** On time? Within budget? Did they meet within specifications?



For further assistance, please contact the University Procurement Services Helpdesk at: [University Procurement Services Help Desk](#)

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