



Checklist Descriptions

1.	Custom or Other Party Contract (Non-Purchasing) – Used for routing contracts that are not procurement-related and are not on a University-approved template (for example, another party’s contract).
2.	Custom Contract (Purchasing) – Used for routing Contracts that are procurement-related and are not on a University-approved template (for example, another party’s Contract).
3.	OBFS USE ONLY: University Signing First – Used for routing Contracts that must be signed by the University first (usually another party’s Contract). This Checklist should only be added by a user in an OBFS contract processing office.
4.	Template 10K or more No Changes – Used for routing pre-approved University templates in amounts of \$10,000 or more when no changes have been made to the template.
5.	Template Under 10K No Changes (OBFS Signature) – Used for routing pre-approved University templates in amounts of \$9,999 or less that require Comptroller signature to be applied by an OBFS signature delegate when no changes have been made to the template.
6.	Template Under 10K No Changes (Unit Head Signature) – Used for routing pre-approved University templates in amounts of \$9,999 or less that allow Comptroller signature to be applied by a unit head when no changes have been made to the template. Note that this permission has been granted for all unit heads on the Revenue Generating Services Agreement less than \$10,000 and the Contract for Services Under 10K Agreement. From time to time, a campus executive officer may also expressly grant this authority to a unit head for a custom pre-approved template.
7.	Template with Changes – Used for routing University templates in any amount when changes to the template have been requested. Unit heads may not execute agreements less than \$10,000 where changes have been made to the standard, pre-approved template.
8.	UIC Custom or Other Party Contract – used by UIC only for routing contracts that are not on a University-approved template (for example, another party’s contract).
9.	UIC No Funds – used by UIC only to route no fund contracts.
10.	UIC Revenue Contract – used by UIC only to route revenue-generating contracts.
11.	UIC Revenue Template – used by UIC only to route pre-approved templates (with or without changes).
12.	UIC Template 10K or more No Changes – used by UIC only for routing pre-approved University

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	templates in amounts of \$10,000 or more when no changes have been made to the template.
13.	UIC Contract/Amendment Request – used by UIC only for routing contract and amendment requests to the appropriate OBFS office, so that a Buyer/Coordinator can create a contract or amendment for you.
14.	UIS/UIUC Contract Request – used by UIS and UIUC only for routing contract requests to the appropriate OBFS office, so that a Buyer/Coordinator can create a contract for you.