

# Contract Approval Checklist

This checklist outlines the steps for approving and executing contracts. It's a series of tasks covering the entire contract management process.

Contract Initiation	Completed	Date Accomplished
1. Identify the need for a contract.		
2. Develop contract requirements.		
3. Identify potential vendors.		
4. Request proposals.		
5. Review proposals.		
6. Select the vendor.		

Contract Approval	Completed	Date Accomplished
1. Draft the contract		
2. Review the contract		
3. Obtain necessary approvals		
4. Negotiate any necessary changes		
5. Execute contract		
6. File and document the contract		
7. Communicate with the vendor		

Contract Tracking	Completed	Date Accomplished
1. Monitor performance		
2. Review and process payments		
3. Document any contract changes		
4. Assess the contract's effectiveness		
5. Prepare reports		
6. Maintain data privacy		
7. Renew or terminate the contract		

