Rowan University
Office of Contracting & Procurement

Contract Deliverables Tracker Instructions

The University requires departments 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 departments, which is a mandatory requirement under Uniform Guidance. You can use the *contract deliverable tracking template*, available on our website, as a guide to keep track of contract and project deliverable information.

- **Department Contact**: The name of the responsible end-user for overseeing the contract/project.
- **Contract Number**: The contract number 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?

It is the department's responsibility to ensure that the contract or purchase orders are monitored accordingly.

Note: If a supplier is not performing within the terms, conditions or specifications of their contract or purchase order, departments should contact the supplier immediately to resolve any issues. If the supplier does not resolve the outstanding issue(s) in a timely manner, departments may contact the Office of Contracting & Procurement (OC&P) to assist in resolving supplier performance matters.

Contract Tracking Template

Contract Information							Project Deliverable Information				
Unit Responsible Contact	Contract Number	Contract Start Date	Contract End Date	Supplier Name	Contract Description	Purchase Order Number	Project Deliverable(s)	Deliverable(s) Completed? Yes (Y) or No(N)	Deliverable(s) Completed On-Time? Yes (Y) or No (N)	Deliverable(s) Completed with-in Budget? Yes (Y) or No (N)	Deliverable(s) Meet Specifications? Yes (Y) or No (N)