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## Directory of Records – General

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### Office – Procurement and Contract Services

**Description of the Mandate and Function:**

Procurement and Contract Services manages the acquisition of course materials, administrative supplies, equipment and services. The department is also responsible for managing academic, operational and administrative contracts.

**General Classes or Types of Information:****Procurement Services**

- Request for Proposals
  - Evaluation documentation
  - General Communication
  - RFP Documents
  - Contractor RFP Responses
  - Vendor/Contractor Information
- Purchase Orders (PO's)
- General purchasing documents/projects

**Contract Services**

- SME
- Contractor/Vendor Information
- Student Practicum Agreements
- MOU Agreements
- Collaboration Agreements
- Original contracts with backup documentation relating to the contracts.

**PIB Titles:**

- Athabasca University Contracts Tracking System (AUCTS)
- Procurement and Contract Services Shared Network Drive (Conpro)
- Banner Alfresco System

**Copies of Records Located:**

Electronic files on different systems and share drive.

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

- [Contract Administration Policy](#)
- [Contract Administration Procedure](#)
- [Purchasing Policy](#)

**Remarks:** N/A