

Completing Additional Information

The Additional Information section is used for adding specifics about your contract that can be searched and reported for audit compliance. The questions that display in this section are based on the **Contract Type** you selected in the **Basic Details** section of the contracts document.

Completing the Additional Information section

1. Click on each of the four tabs (**Compliance**, **Contract Language**, **General**, **Terms**) to review and answer questions related to audit compliance.
2. If your response to the question is Yes, then check **Yes**. Otherwise, skip the question.
3. Some questions have a dropdown menu for you to choose an answer from.
4. You must answer mandatory questions, designated with a red asterisk.

Note: Most mandatory questions are in the **General** tab and **Compliance** tab

1

ADDITIONAL INFORMATION

Compliance Contract Language General Terms

PRA Notification Required?

Yes

2

Is this contract for goods, services, or both?*

Select

3

4

Tips:

- Some questions apply only to UC. Other questions apply only to CSU
- Make sure that you only answer questions that are appropriate to your contract.
- The Additional Information section displays after you have saved the contract draft.