

## Changing the Contract Administrator FAQ

One individual, the Contract Administrator, has ownership authority over a contract in CalUsource. This ownership gives him or her the ability to amend a contract and add notes and attachments to the contract document post-execution.

By default, this responsibility belongs to the person who created the contract (the Contract Creator). If needed, Contract Administrator responsibility can be transferred to someone different than the Contract Creator.

### Why It Matters

This is particularly helpful when the Contract Creator separates from the University or will be out of office for an extended period of time. In these cases, someone else on the team needs to be able to amend the contract in CalUsource.

### Making a Contract Administrator Change Request

Contact your campus' Sourcing and Contract Template Owner to make a Contract Administrator Change Request. He or she can modify the Contract Administrator by selecting **Change Contract Administer** from the Contracts module **Actions** menu.

If you do not know who your campus Sourcing and Contract Template Owner is, contact your CalUsource Campus Primary Representative (CPR) for help.