

Dashboard Status Key

Draft

- **Draft** – Once the Contract Request has been approved, Contract Administration is processing your contract by reviewing terms and conditions, identifying any additional reviews that may need to take place, and determining the proper mechanism (template, addendum, etc.) to execute your contract.

Internal Review

- **Internal Review** – The contract has been routed for review for someone within the University to review the contract. This can mean it's with Information Technology, OGC, or back with the submitting department to answer questions or review language.

External Review

- **External Review** – The contract has been routed to the second party for review of proposed changes or additional documentation the University needs to include.

Pending Approval

- **Pending Approval** – The contract has been submitted for approval and is waiting for an approver to review and approve in AggieBuy. The approval path in the contract will show.

Out for Signature

- **Out for Signature** – The signature envelope has been triggered and the contract is out for signature. It could be with the University or with the second party for review.

Pending Signature

- **Pending Signature** – The contract has arrived in the e-Signature step and is awaiting the confirmation back from the e-signature provider.

Executed: In Effect

- **Executed** – The contract has been signed by both parties and is finished.