Departmental/Divisional Approvals

The emails received for Departmental and Divisional approvals are generated by the Contract Initiators. The following is a sample email:

The email will be From the contract initiator and the Subject will contain the Contract Title. The email will also contain attachments and additional data fields depending on the type of contract. For example:

- If you are not the correct person to approve this email or you need to forward this to another approver click Reply in Outlook and add the email of the person to whom you are sending the contract. Note: the uccontracts@uc.edu email address must be on the email when it is sent for it to be saved in the system.

To Approve or Reject the contract, review attached files and information in the email and then click Reply in Outlook. Put any notes you deem important along with “Approved” or “Rejected” in the body of the email. This reply will be logged and saved in the Contract Management system.

Questions? Please contact your UC Contract Management Support at jakece@ucmail.uc.edu.