

IMPACTED DEPARTMENTS GUIDELINES

As part of the contract review and approval process, the contract must be reviewed and approved by all departments that are expected to be **directedly impacted or affected** by the terms and conditions or obligations set forth in the contract.

After reviewing the contract, the Contract Owner (the University faculty member or administrator seeking to enter the contract on behalf of the University) is required to circulate the contract to all impacted/affected departments.

The following are considerations for determining which departments are likely to be impacted/affected.

- If the contract involves the [installation or use of software or other computer programs](#), contact Information Technology:
 - Information Technology
Contract review recipients/delegates:
 - Neil Schroeder: nschroed@uiwtx.edu
 - Brian Anderson: bjanders@uiwtx.edu
 - Chris Nelson: crnelso2@uiwtx.edu
- If the contract requires the University to have [specific insurance coverage or have a third party named as an additional insured](#) on the University's insurance policy, contact Environmental Health, Safety and Risk Management:
 - Environmental Health, Safety and Risk Management
Contract review recipients/delegates:
 - Sam McDaniel: sgmcdani@uiwtx.edu
 - Andy Fohn: fohn@uiwtx.edu
- If the contract involves the [purchase of goods or services](#), contact the Purchasing Department. Additionally, please request a P.O. by submitting a purchasing requisition to the Purchasing Department through Banner (B9 AdminPages)(<https://myapps.microsoft.com/>).
 - Purchasing Department
Contract review recipients/delegates:
 - Michael Castilleja: micasti2@uiwtx.edu

- If the contract requires **additional funds not currently included your budget**, contact Budgeting:
 - **Budgeting**
Contract review recipients/delegates:
 - Amy DeAtley: amoczyge@uiwtx.edu

- If the contract involves **collecting lead information for prospective student enrollment** contact Enrollment Services:
 - **Enrollment Services**
Contract review recipients/delegates:
 - John Bury: bury@uiwtx.edu

- If the contract involves **academic affairs**, contact the Provost's office:
 - **Office of the Provost**
Contract review recipients/delegates:
 - Michelle R. Rodriguez: mrrodr1@uiwtx.edu

- If the contract involves **student affairs**, contact Campus Life:
 - **Office of Campus Life**
Contract review recipients/delegates:
 - Cybele Bolado: bolado@uiwtx.edu
 - Rochelle Ramirez: rramire2@uiwtx.edu

- If the contract involves an event that requires the **use of the University's facilities**, contact:
 - **Facilities Event Management**
Contract review recipients/delegates:
 - Schaffer Frost: scfrost@uiwtx.edu

- If the contract involves the need to **reserve parking for visitors/vendors/events**, contact the University of the Incarnate Word Police Department:
 - **University of the Incarnate Word Police Department**
Contract review recipients/delegates:
 - Interim Chief John Catts III: catts@uiwtx.edu
 - Mike Ayala: mmayala@uiwtx.edu
 - Ed Prado: eonate@uiwtx.edu

- If the contract involves the need for [security/policing](#), contact the University of the Incarnate Word Police Department:
 - University of the Incarnate Word Police Department
 - Contract review recipients/delegates:
 - Interim Chief John Catts III: catts@uiwtx.edu
 - Mike Ayala: mmayala@uiwtx.edu
 - Ed Prado: eonate@uiwtx.edu

- If the contract involves the use of the [University's logos, trademarks, or branding](#), contact the Office of Communications and Brand Marketing:
 - Office of Communications and Brand Marketing
 - Contract review recipients/delegates:
 - Ashley Davis: anlara@uiwtx.edu

- If the contract involves [international academic programs or student visas](#), contact International Affairs:
 - International Affairs
 - Contract review recipients/delegates:
 - Javier Lozano: lozano@uiwtx.edu

 - International Student / Scholar Services
 - Contract review recipients/delegates:
 - Jose Martinez, Jr.: jfmartin@uiwtx.edu

- If the contract relates to the [University's Mission](#) contact Mission and Ministry:
 - Mission and Ministry
 - Contract review recipients/delegates:
 - Sr. Walter Maher: maher@uiwtx.edu

- If the contract relates to [diversity, equity, and inclusion](#), contact DEI:
 - Diversity, Equity, and Inclusion
 - Contract review recipients/delegates:
 - Arturo Chavez: aechavez@uiwtx.edu

- If the contract involves [athletics](#), contact the Athletics Department:

- Athletics Department

Contract review recipients/delegates:

- Richard Duran: rduran@uiwtx.edu
- DaShena Stevens: dqsteven@uiwtx.edu

The foregoing is not a comprehensive list of all impacted departments. Every contract should be individually evaluated by the Contract Owner to determine which departments are likely to be affected by its obligations and requirements.