Quick Reference for Managing Expiration of a Contract

Email Notification and Worklist Procedures

When contracts near expiration, department contacts will receive the following email

From: amber.floyd@usm.edu <amber.floyd@usm.edu></amber.floyd@usm.edu>	
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Once the email is received, the user will navigate to their worklist to act on the item can follow the link from the email or log into SOARFIN and navigate to the Worklist:

Navigator – Menu – Worklist – Worklist-Summary View (or click the Worklist tile on your SOARFIN homepage)

Locate the item in the Worklist and click "Mark Worked" – The user

Once the user has clicked "**Mark Worked**," they will need to decide what action they wish to take on the contract – let it expire, notify Purchasing to extend the end date, seek new bids/quotes, etc.

You mail email a Buyer directly or send an email to procurement@usm.edu