

**Section 20 Third Party Contract Processing**

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## **INTRODUCTION**

### **Purpose**

This section addresses third party contracts within the contract database and processes. The purposes of Section 20 are:

- To provide a structured document to be used for processing third party contracts within the contract database.
- To provide concepts for processing third party contracts within the contract database.
- To provide procedures for processing third party contracts within the contract database.
- To provide data entry instruction by screen for processing third party contracts within the contract database.
- To provide documentation and instruction for processing of as required reports within the contract database.

All of the basic information required for processing third party contracts within the contract database is contained within this section.

### **Structure**

This section is comprised of a minimum of 4 chapters. Chapter 1 addresses Concepts, Chapter 2 addresses procedures, Chapter 4 addresses the documents (screens), and Chapter 6 addresses any applicable as required reports and processing procedures. Each chapter will contain a table of contents for that chapter for ease of reference and location of desired information.