

## UNIT 4 – CONTRACTS EXERCISE

1. Create a Purchase Agreement contract for copy machine rental.
  - a. Make up the contract number.
  - b. Skip the Begin and End Dates.
  - c. Do not give it Global Access.
  - d. Choose any Vendor/Government (Non-Dispatch) Provider you like.
  
2. Create an Exclusive Use contract.
  - a. Make up the contract number.
  - b. Do not give it Global Access.
  - c. Choose any Vendor/Government (Non-Dispatch) Provider you like.
  - d. Attach a resource to the Exclusive Use contract you just created.
  - e. If the home dispatch doesn't have a resource to attach to the contract, select something from Other Organizations.
  - f. Give the contract Begin and End Dates. Start the contract yesterday and end it 6 months from now.
  
3. Edit the Purchase Agreement contract you made.
  - a. Give it Begin and End Dates. Start the contract today and end it one year from today.
  
  - b. Give the contract Global Access so other offices can access the contract.

4. Remove the Exclusive Use contract you created. Remember it can't be removed if there is a begin and end date to the contract.
5. Delete the Exclusive Use contract.
6. Remove the Purchase Agreement contract.
7. Restore the Purchase Agreement contract.
8. Search for a contract in your dispatch office. If your dispatch does not have a contract, search for one in another dispatch.