

Contract Tracking Spreadsheet

Purpose

This Contract Tracking Spreadsheet is designed to help organizations maintain a centralized record of their contracts, monitor important dates, track renewal and termination deadlines, and manage contract status throughout each agreement's lifecycle. It serves as an internal administrative record and does not replace the underlying contract.

Document Owner:

Version:

Effective Date:

Last Updated:

Instructions for Use

Create one row for each contract. Update the spreadsheet whenever a contract is created, amended, renewed, assigned, or terminated. Review the spreadsheet regularly to identify upcoming obligations and key dates.

Contract Tracking Table

Contract ID	Value	Contract Value	Value
Contract ID		Contract Value	
Contract Title		Payment Terms	
Vendor/Client		Auto Renew?	
Internal Owner		Termination Notice Required (Period)	
Contract Type		Storage Location	
Effective Date		Last Review Date	
Expiration Date		Next Review Date	
Renewal Type		Current Status	
Renewal Notice Deadline		Notes	

Status Definitions

Status	Description
Draft	Contract is being prepared or negotiated.
Pending Approval	Awaiting internal or external approval before execution.
Active	Fully executed and currently in effect.
Renewed	Existing agreement has been renewed for an additional term.
Expiring Soon	Contract is approaching its expiration or renewal deadline.
Expired	Contract has reached its expiration date without renewal.
Terminated	Contract ended before or at the end of its term in accordance with its terms.
Archived	Contract has been closed and retained for recordkeeping purposes.

Recommended Review Schedule

Review Item	Suggested Frequency	Responsible Party
Upcoming Expiration Dates	Monthly	
Renewal Deadlines	Monthly	
Contract Value and Payment Terms	Quarterly	
Contract Compliance	Quarterly	
Archived Contracts	Annually	

Document Management Notes

Maintain copies of all executed contracts, amendments, renewals, and related correspondence in the designated contract repository. Update this tracker promptly whenever contract information changes to ensure accuracy and support effective contract administration.

Approval

This Contract Tracking Spreadsheet is an internal administrative record intended to support contract management activities. It should be maintained in accordance with the organization's document retention and records management practices.

Prepared By

Approved By

Name:

Name:

Date:

Date: