

SUBMITTING AN AGREEMENT/CONTRACT TRANSMITTAL FORM

Click [THIS LINK](#) to open a new form.

- On the initial load the form will open on an **Instructions** page. If this is your first time submitting a form, please review the instructions prior to continuing.
- All fields marked with a red asterisk must be completed.
- It is best to fill in the form after all information is known and all supporting documents have been obtained.

Details Page

- **FIRST** Select the Form Type (College or District) and if College, select the College from the drop-down list.

Submitter Information section

- Enter your name and email address in the Submitter Name/Email fields (please enter as FirstName LastName).
- Enter your Title and Department

Vendor Information section

- Enter values in all required fields and add any additional useful notes in the Additional Vendor Notes field

Agreement Information section

- It is **important** to indicate the type of agreement because depending on the type of Agreement you will be asked for different pieces of information and asked for different attachments.
- Enter and answer the additional fields and questions. Pay special attention to the Software or IT question as it will add additional requirements if “yes.”

After completing all fields on the Details page, go to the Approvers page.

Approvers page

- You **MUST** enter names and email addresses for all approvers. These fields have drop downs so you can select the approver from a list. It is important to do this when the approver is listed. If the approver is NOT in the list, enter their name and email address manually (First Name Last Name) and click the check box indicating you have done that. (We can use that information to correct the data later.)

Attachments page

- After all Approver information is entered, attach/upload the necessary documents.
- Based on the information on the Details page, the system will only require the necessary documents. *It is not necessary to include any additional documents and attempting to do so may only slow the process.*

Submission Options page

- After all information and attachments have been added, this page gives you information about what will happen next as well as options for simply saving the form without fully submitting it when necessary.
- It is recommended that you only begin filling out the form when you have all the necessary information.

NOTE: if you do not have all the necessary attachments and yet wish to SAVE the form you will need to select the “Attachments Missing” checkbox. This will temporarily remove the requirements to attach all documents. The system will tell you that checking this box “hides” the attachments page so if you have attachments to add, you should add them prior to checking this box. Unchecking the box will re-open the attachments page.

What's Next?

After **Saving** or **Submitting** the form you will receive an email. This email will contain a link to return to the form. If you have only saved the form, you **MUST** return to the form within 30-days to complete it and submit it.

After the form is **submitted** you will receive emails as it moves through the approval process. We ask that you do NOT make any changes to the form after you've submitted it, unless you are asked to do so.

Once the form is fully approved and completed, you will receive an email letting you know that it is fully approved and the Contract PO and Fully Signed Agreement will be attached to that email so that you can send it to the vendor.