Mt. San Jacinto College
Business Services Training
July 2012

Contract Approval Process
Strategic Goal #5—Become a Greener Campus! Move closer to a paperless campus through the adoption of more electronic processes (i.e. digital signatures).

The Business Office will accept e-mail approvals from Administrators instead of wet signatures for contract requests!
Process for Approval:

• The requestor will input the contract into Galaxy; the purchase requisition will take the place of the request for contract form. **A request for contract is no longer needed!**

• The requestor will e-mail contract and purchase requisition to the area Dean for review and approval; cc Business Services @ businessservices@msjc.edu

• The Dean will approve the contract and forward to area Vice President for review and approval

• The area Vice President will e-mail Business Services businessservices@msjc.edu with approval.
Process for Approval cont.:

- Contract is reviewed by Dean of Business Services and Risk Manager
- Contract is signed by the Vice President of Business Services
- Contract will be e-mailed to vendor for signature (when possible)
- Copies of the contract will be available on the p:drive for requestor (no hard copies will be distributed)
- All Contracts over $25,000 must be Board Approved!
Mt. San Jacinto College
Business Services Training
Contract Approval Process

Provide detail description of services here!
Mt. San Jacinto College
Business Services Training
Contract Approval Process

In Internal notes provide:
1. Contract Date Range
2. Vendor E-mail

Don’t forget to Save
Before you print make sure you have an “A” number.
### MT SAN JACINTO COMMUNITY COLLEGE

#### PURCHASE REQUISITION

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bill To</th>
</tr>
</thead>
<tbody>
<tr>
<td>7379 FACILITIES PLANNING AND 352 ATWOOD DRIVE EXETER, CA 93221</td>
<td>Business Office SJC ATTN: JENNIFER MARRS 1499 N STATE ST SAN JACINTO, CA 92583</td>
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<table>
<thead>
<tr>
<th>Entered:</th>
<th>Due:</th>
<th>Status:</th>
<th>Originator:</th>
<th>Phone:</th>
<th>Worksite:</th>
<th>Requestor:</th>
<th>Category:</th>
<th>Contract Service</th>
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</thead>
<tbody>
<tr>
<td>07/09/2012</td>
<td>07/19/2012</td>
<td>INSUFFICIENT FUNDS</td>
<td>JENNIFER F MARRS</td>
<td>3011</td>
<td>SAN JACINTO CAMPUS</td>
<td>JENNIFER MARRS</td>
<td>CONTRACT SERVICE</td>
<td></td>
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</tbody>
</table>

| Change Date: | 07/09/2012 |

| Total of Lines: | 40,000.00 |
| Discount: | 0.00 |
| Sub-Total: | 40,000.00 |
| Tax: | 0.00 |
| Freight: | 0.00 |
| Grand Total: | 40,000.00 |

### Approvals:

- MARRS, JENNIFER F
- GOMEZ, ELIZABETH ANN
- Pending
Contract Approval Process

Your Purchase Requisition becomes the Request for Contract Form!

Description of Services

Contract Date Range

Vendor E-mail
Mt. San Jacinto College
Business Services Training
Contract Approval Process

• Next Steps
  – E-mail Purchase Requisition & Contract to Area Dean and Vice President for Approval.
  – Area Vice President forwards to Business Services for approval.
• What’s the Status of my Contract???
  – Contract Access Database available on the P:drive
    • Departments/Business Services/Contracts
      – Contracts 1998-2013 View Only
To find the Vendor's select name
Or use the “Record”.

Double click on Vendor Name
### 2012-2013 Contracts

<table>
<thead>
<tr>
<th>Number</th>
<th>Consultant</th>
<th>Galaxy Number</th>
<th>Purpose</th>
<th>Beginning Date</th>
<th>End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td>Robert Del Campo</td>
<td>A0001398</td>
<td>Boot Camp</td>
<td>7/9/2012</td>
<td>7/11/2012</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Budget Code Approval**: To Jeannine Woodford 07/02/12  
**VP Approval**: 06/27/12  
**To Becky Elam for Signature**: 07/03/12  
**Copies to and date**: Yvonne Bell, Gail Jensen  
**Date mailed/faxed/emailed out**: 7/10/2012  
**Executed copies sent to and data**:  
**Field Trip Request Required**:  
**Field Trip Approval Attached**:  
**Notes**: W9 Requested

**RFC/Backup/Galaxy:**
- Quail Valley Elementary School
- Radisson Hotel Newport Beach
- Reigns, UC
- Riverside Community College
- Riverside County Superintendent of Schools FFC
- Robert Del Campo
- Rodrigo Parra Photography
- Rons Island Elementary School
- Ron Rusaynagi
- San Diego Marriott Mission Valley
- San Jacinto Elementary School
- Security Metro
- Sharp HealthCare
- Skechers Footwear
- SolarWinds Net, Inc.
- Sun Ridge systems, Inc.
- Teshoqa Community Center
- Temecula Community Center
- Temecula Valley High School District

**Copies Sent to Vendor:**

**Executed Agreement:**
Select Open!
Please contact Karen Watts at ext. 3013 or Jennifer Marrs at ext. 3011 if you have any questions about the contract process or about Access!
All *receivable* contracts (contracts for revenue, i.e. grants) & affiliation agreements still required the request for contract form. These contracts are not inputted into Galaxy. The electronic approval process will be accepted.
Questions???