STEPS FOR PROCESSING TRACKING SHEETS & CONTRACTS

1. Download and save a blank copy of the Tracking Sheet and Agreement from Admin Services - Business Office webpage. Completely fill both out and save. 2. Will Contractor be paid using grant funds? If yes, contact David Techaira, ext. 6835. David must sign off on Tracking Sheet and any other required documents. 3. Using Colleague, print a copy of the relevant GLBS report(s) showing funds are available to pay the Contractor. Attach to Tracking Sheet and Agreement.

4. Prepare a draft Board agenda cover sheet if the Agreement exceeds \$87,800. If necessary, your Area VP's office will finalize and submit at Build Board Agenda meeting.

8. Remember to ensure the Contractor is paid! If necessary, open a PO or submit a check request for Contractor's payment. 7. Is Contractor set up in Colleague as a vendor? If not, follow New Vendor Set-

6. After VP of Admin Services signs Tracking Sheet, the Agreement(s) will be delivered to President and Contractor for signing. 5. Clip all together and route to Admin Svcs AA for preliminary review and signing of Tracking Sheet; AA will forward to next signer and then return to Originator for gathering of remaining signatures.

What happens next?