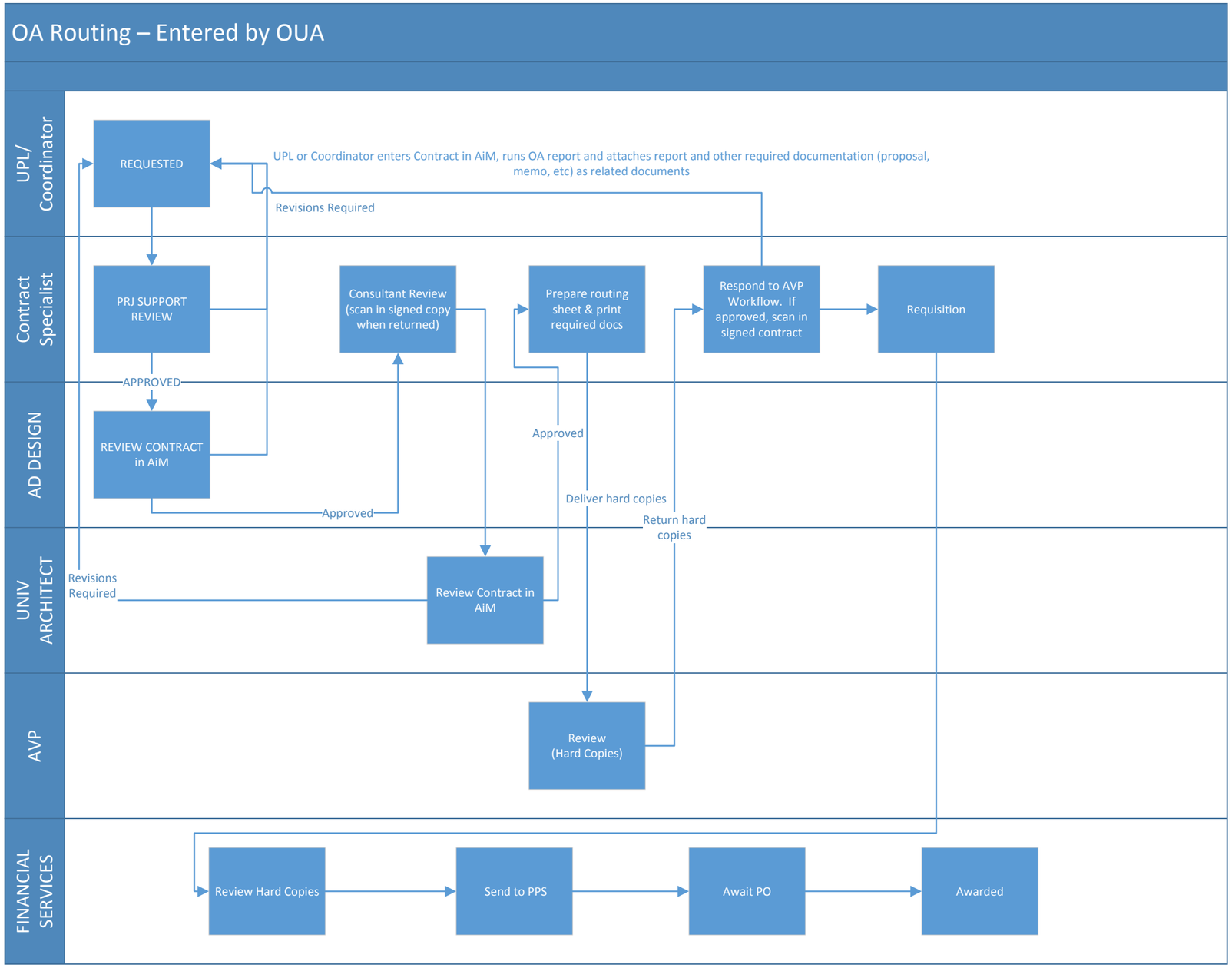
OA Routing – Entered by OUA
UPL/ Coordinator
Contract Specialist
AD DESIGN
UNIV ARCHITECT
AVP
FINANCIAL SERVICES
REQUESTED
UPL or Coordinator enters Contract in AiM, runs OA report and attaches report and other required documentation (proposal, memo, etc) as related documents
Revisions Required
PRJ SUPPORT REVIEW
Consultant Review (scan in signed copy when returned)
Prepare routing sheet & print required docs
Respond to AVP Workflow. If approved, scan in signed contract
Requisition
APPROVED
REVIEW CONTRACT in AiM
Approved
Approved
Deliver hard copies
Return hard copies
Revisions Required
Review Contract in AiM
Review (Hard Copies)
Review Hard Copies
Send to PPS
Await PO
Awarded