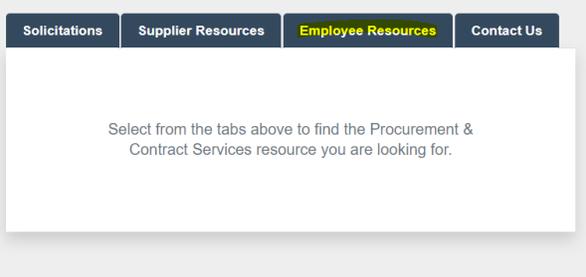


Submitting an IGA or MOU for Approval

1. Navigate to <https://www.yc.edu/v6/procurement/>
2. Scroll down and select the Employee Resources tab.



3. Select the IGA/MOU Approval Form link.



4. This will bring you to the Dynamic Form to submit an IGA/MOU for approval. You will be required to login to CAS, and your name will auto-populate into the form.

Yavapai COLLEGE
Procurement and Contract Services

Contract/Agreement Approval Form

Requestor Name: *Kelsey Ream Requestor Department: *

Purpose:

Attach contract documents and any other relevant backup documentation here:

No file chosen Files over 25 MB will not be accepted

No file chosen Files over 25 MB will not be accepted

No file chosen Files over 25 MB will not be accepted

* (click to sign)

Requestor Initials: _____ Date: _____

Required Approver 1

Required Approver 2

Required Approver 3

Required Approver 4

Required Approver 5

Procurement Notes:

Procurement Attachment(s): No file chosen Files over 25 MB will not be accepted

No file chosen Files over 25 MB will not be accepted

No file chosen Files over 25 MB will not be accepted

Procurement Initials: _____ Date: _____

Please review the above contract/ agreement and initial to indicate your approval and to forward this contract/ agreement to the subsequent approver. To disprove this contract/ agreement and send back to the Requestor, please click *Return for Revision* at the bottom of this page, and include the details of why the document is being returned.

5. You will only complete the top portion of the form included within the bracket in the image above, including the following information:
 - **Requestor Department:** Name of your department at the college
 - **Purpose:** Clearly describe the purpose of the IGA or MOU
 - **Attach Contract Documents:** Attach the IGA or MOU to be approved, as well as any supplemental documents or appendices
6. Click on the Requestor Initials field to initial the form. A pop up will appear where you must type your **first and last initial only** into the corresponding boxes, as seen below. Once done, click on the Sign Electronically button.

Sign electronically [Close]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

K [Text Box] K

R [Text Box] R

Sign Electronically If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

7. Once you have initialed and all fields have been completed, click on the green Submit Form button at the bottom of the page. This will submit the form to Procurement staff, who will designate the appropriate approvers and begin routing the form for completion of approvals. You will be notified once the form has received all approvals.