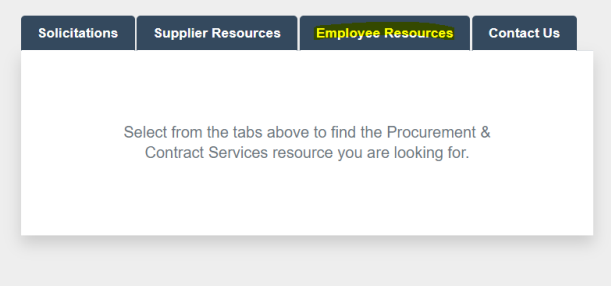
Submitting an IGA or MOU for Approval

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

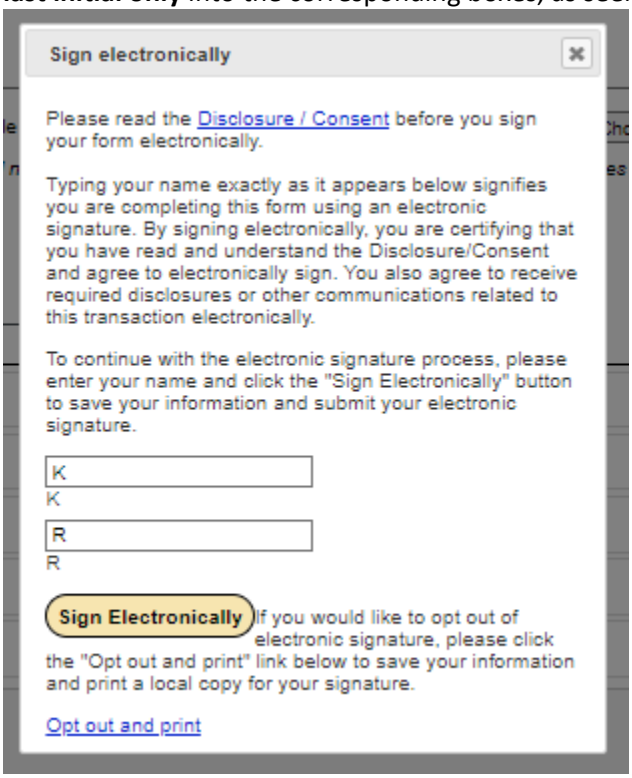


3. Select the IGA/MOU Approval Form link.

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.

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 Document**s: 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.



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.