Budget Coordinator

- 1). Duplicates 1 co'part of Agreement and emails to **State Architect.**
- 2). Routes remaining 2 co'parts to **Division of Business and Finance (DBF)**

State Architect

- 1) Signs 1 counterpart
- 2) Sends to P.D.C. Director

Division of Business and Finance

- 1) Verifies Funds
- 2) Issues purchase order
- 3) Obtain OBF AVP signature
- 4) Issues routing memo & forwards

General Counsel office

- 1). Reviews for form and legality
- 2) Obtains Counsel signature
- 3) Initials routing memo & forward

Presidents office

- 1) Review documents
- 2) Obtain President's signature
- 3) Initials Routing memo & forwards

Budget Coordinator

- 1) Receives the procurement counterparts plus the 1 signed
- by State Architect
- 2) Checks counterparts for signature and add date matching President's signature to first line of agreement and to routing memo.
- 3) Inserts State Architect signature page into counterparts.
- 4) Scan and upload to PITS
- 5) Enter contract date into PITS matching President's signature
- 6) Distribute counterparts

Designer

Division of Business and Finance

1 counterpart w/ACH & W-9