Steps to Complete Consultant Agreement

1. Submit a purchase requisition for the amount of the agreement – You will be asked to provide the requisition number in the workflow – forward this requisition to the Purchasing department at this point.
2. Create the workflow

* Information provided by submitter will fill in agreement
* Last question of the workflow- submitter’s email – then hit submit
* Submitter will receive an email from UNA Purchasing, Grants, Contracts
* Click to open and review
* Attach CV/Resume
* Submit
* Agreement is sent to consultant for signature and additional documentation
* Consultant will review/attach documentation/sign
* Agreement is sent to PI to review/sign
* Agreement is sent to OGCA to review/initial
* Agreement is sent to Assistant to VPBFA to review/initial
* Agreement is sent to VPBFA to sign
* Agreement is sent to Purchasing department to link with the purchase requisition created in step 1
* If all required documentation is attached – requisition is processed to purchase order