DocuSign - UA Agreement Form Workflow

**Department Requester:**
1. Initiate appropriate DocuSign agreement
2. Complete agreement by entering all required information, including contractor’s information
3. Click “Finish”
4. The agreement will then route electronically to the contractor.

**Contractor:**
1. Access agreement through email notification
2. Review and electronically sign
3. Click “Finish”
4. Agreement will then route back to department requester for additional action and approval

**Contract Management:**
1. Contract Management will access agreement through email notification
2. Reviewed for compliance
3. Routed for the appropriate University authorized signature(s)
4. Both Requester and Contractor will receive a copy of the fully executed agreement by email from DocuSign once complete

**UA Payment to Contractor:**
Once services have been provided as contracted, department requester to submit Concur Invoice Request with appropriate supporting documentation - Fully executed agreement, approved IC Form (if applicable) and expense documentation (if expenses are to be reimbursed in addition to fee)

**Contractor - No Invoice Required**
When contracting by use of UA agreement, there is no need to submit an invoice for payment. Expense documentation will need to be provided to department requester if per agreement expenses are to be reimbursed in addition to fee.

*QUICK TIP* It is a good practice to make the contractor aware of this process in advance of submitting the agreement if they are not familiar with UA’s contracting process.