

# A/C TRANSMITTAL PROCESS



---

## MORENO VALLEY COLLEGE

### **Presenters:**

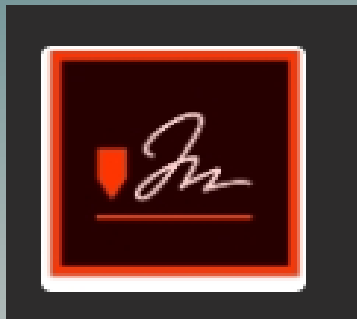
Laurie Crouse, AA IV Business Services

Susan Lauda, AA IV Academic Affairs

Sharlena Segura, AA IV Student Services

# MS TEAMS - (ASUG) ADOBE SIGN USER'S GROUP

---



This is where the fillable forms and instructions can be found. Select the Team, then Select AC Transmittal Forms from the left, next, select Files at the top. Click on A-C Transmittal Forms, all 3 A/C transmittal forms are located here, select the one you need, and download it to your computer. With each new contract, always come here to download the appropriate form, as frequent changes and updates being made to each form.

# A/C TRANSMITTAL FORM PROCESS

## What is the Purpose of the A/C Transmittal Form

---

- The purpose of the A/C Transmittal form **is not to collect signatures.**
- Its purpose is to internally route an agreement or contract along with its supporting documentation to all parties involved with the approval of the agreement/contract.
- This facilitates signing of the agreement/contract as well as other business processes involved with obtaining the goods and services described in the contract.

# A/C TRANSMITTAL FORM PROCESS

---

- Do Not use Adobe sign to route A/C transmittal form for approval.
- Do Not combine the contract with any transmittal documents, (requisition, contracts review approval, insurance, etc.)
- While it is necessary to use Adobe Sign to secure digital signatures on the **actual agreement/contract**, it is important to understand that signing the agreement/contract is only part of the overall process that the A/C Transmittal Form supports.

# A/C TRANSMITTAL FORM PROCESS

## What is the A/C Transmittal Form?

- A fillable PDF form (downloaded from MS Teams) used to route for approval
- You will ATTACH additional documents to the A/C Transmittal PDF (Agreement/Contract, Email approval from legal counsel saved as a PDF, Galaxy requisition)
- Instructions on where the agreement/contract should be routed for signature

## There are three different A/C Transmittal Forms:

- One for Colleges that can fully execute an agreement/contract (\$96,700 and under)
  - One for Colleges that require Board approval and Signature from the Vice Chancellor of Business and Financial Services to fully execute the agreement/contract (over \$96,700)
  - One for all District agreement/contracts.
- 
- **Please use the correct form according to the amount of the contract.**
    - Download the form from MS Teams and save it to your computer. (this is your fillable document)
  - **Each form outlines the approval process**

# AGREEMENT/CONTRACT (A/C) TRANSMITTAL FORM – \$96,700 AND UNDER

20210308

## INITIATING DEPARTMENT COMPLETE THIS SECTION:

Vendor/Other Party Name	Business Location (City and State)	Time Period A/C is in Effect	Description of Goods and Services (If amendment, also include amendment number, first, second, third, etc.)	Amount	Budget Code 11-ABC-1000-0-0000-0000-0000

- Galaxy Requisition Number: \_\_\_\_\_ (leave blank if revenue generating)
- Vendor Contact: Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email Address: \_\_\_\_\_
- RETURN TO: Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Initiating Department Manager Name: \_\_\_\_\_ Title: \_\_\_\_\_  Completed
- Initiating Department Manager ensure that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email to College Business Services Office. \*Include all required attachments BEFORE emailing. See instructions on page 2.  
\*To add any additional notes or comments please use the comment tool. See instructions on page 2.

## COLLEGE BUSINESS SERVICES OFFICE REVIEW AGREEMENT/CONTRACT:

- Business Office certifies budget for A/C. Name: \_\_\_\_\_ Title: \_\_\_\_\_  Completed
- College Business Services Office provide a RETURN TO Email Address: \_\_\_\_\_
- After completing this section, email this form to Area Vice President.

## COLLEGE AREA VICE PRESIDENT REVIEW A/C INFORMATION & ATTACHMENTS:

- Area Vice President Name: \_\_\_\_\_ Title: \_\_\_\_\_  Completed
- Area VP confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to College Vice President of Business Services.

## COLLEGE VICE PRESIDENT OF BUSINESS SERVICES REVIEW A/C INFORMATION & ATTACHMENTS:

- Vice President Name: \_\_\_\_\_ Title: \_\_\_\_\_  Completed
- Vice President confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to College President

## COLLEGE PRESIDENT REVIEW & SIGN FINAL CONTRACT:

- President Name: \_\_\_\_\_ College: \_\_\_\_\_  Completed
- President confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to District Budget Analyst. \*See instructions for correct Budget Analyst.

## DISTRICT BUSINESS AND FINANCIAL SERVICES REVIEW AGREEMENT/CONTRACT:

- Budget Analyst confirms budget for Agreement/Contract. Name: \_\_\_\_\_  Completed
- After completing this section, email this form to Purchasing Specialist.

## DISTRICT BUSINESS AND FINANCIAL SERVICES COMPLETE PURCHASE ORDER:

- Purchasing Specialist confirms Purchase Order has been generated. Name: \_\_\_\_\_  Completed
- Attach copy of completed Purchase Order to this form. \*See instructions on page 2 for attaching documents
- After completing this section, email this form to RETURN TO address for Initiating Department and College Business Services Office.

A/C emailed to FTA in Business Service before Area VP

Initiator will fill in all fillable fields with required information.

# A/C TRANSMITTAL FORM CONTINUED

Once all required fields are completed, **ATTACH** all supporting documents in the following order:  
 1- Contract/Agreement  
 2 -Email from Legal Counsel saved as a PDF  
 3 – Galaxy Req saved as a PDF

Attachments ×

Name

- SAMPLE CONTRACT.pdf
- SAMPLE - EMAIL FROM LEGAL COUN.
- SAMPLE - REQUISITION.pdf

## AGREEMENT/CONTRACT (A/C) TRANSMITTAL FORM – \$96,700 AND UNDER

20210308

### INITIATING DEPARTMENT COMPLETE THIS SECTION:

Vendor/Other Party Name	Business Location (City and State)	Time Period A/C is in Effect	Description of Goods and Services (If amendment, also include amendment number, first, second, third, etc.)	Amount	Budget Code 11-ABC-1000-0-0000-0000-0000
TEST	TEST	TEST	TEST	TEST	TEST

- Galaxy Requisition Number:  (leave blank if revenue generating)
- Vendor Contact: Name:  Title:  Email Address:
- RETURN TO:** Name:  Title:  Email Address:
- Initiating Department Manager Name:  Title:   Completed
- Initiating Department Manager ensure that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email to College Business Services Office. \*Include all required attachments BEFORE emailing. See instructions on page 2.**  
*\*To add any additional notes or comments please use the comment tool. See instructions on page 2.*

### COLLEGE BUSINESS SERVICES OFFICE REVIEW AGREEMENT/CONTRACT:

- Business Office certifies budget for A/C. Name:  Title:   Completed
- College Business Services Office provide a **RETURN TO Email Address:**
- After completing this section, email this form to Area Vice President.**

### COLLEGE AREA VICE PRESIDENT REVIEW A/C INFORMATION & ATTACHMENTS:

- Area Vice President Name:  Title:   Completed
- Area VP confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to College Vice President of Business Services.**

### COLLEGE VICE PRESIDENT OF BUSINESS SERVICES REVIEW A/C INFORMATION & ATTACHMENTS:

- Vice President Name:  Title:   Completed
- Vice President confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to College President**

### COLLEGE PRESIDENT REVIEW & SIGN FINAL CONTRACT:

- President Name:  College:   Completed
- President confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to District Budget Analyst. \*See instructions for correct Budget Analyst.**

### DISTRICT BUSINESS AND FINANCIAL SERVICES REVIEW AGREEMENT/CONTRACT:

- Budget Analyst confirms budget for Agreement/Contract. Name:   Completed
- After completing this section, email this form to Purchasing Specialist.**

### DISTRICT BUSINESS AND FINANCIAL SERVICES COMPLETE PURCHASE ORDER:

- Purchasing Specialist confirms Purchase Order has been generated. Name:   Completed
- Attach copy of completed Purchase Order to this form. *\*See instructions on page 2 for attaching documents*
- After completing this section, email this form to **RETURN TO** address for Initiating Department and College Business Services Office.**

## BUDGET ANALYST, PURCHASING SPECIALIST, LEGAL COUNSEL & ATTACHMENTS

### For Budget Analyst, send to the following staff:

Location	Budget Analyst
District Office and MVC	<a href="mailto:Michele.Arnold@rccd.edu">Michele.Arnold@rccd.edu</a>
Norco College	<a href="mailto:Cristina.Ambriz@rccd.edu">Cristina.Ambriz@rccd.edu</a>
Riverside City College	<a href="mailto:Cynthia.Gundersen@rccd.edu">Cynthia.Gundersen@rccd.edu</a> (DAX-DOx) & <a href="mailto:Astrid.Denunno@rccd.edu">Astrid.Denunno@rccd.edu</a> (DPx-DZx)

\*Selecting the wrong Budget Analyst and/or Purchasing Specialist will result in a delay in processing.

### For Purchasing Specialist, send to the following staff:

Vendor Range	Purchasing Specialist
A - D	<a href="mailto:Melissa.Griffith@rccd.edu">Melissa.Griffith@rccd.edu</a>
E - O	<a href="mailto:Melinda.Chavez@rccd.edu">Melinda.Chavez@rccd.edu</a>
P - Z & Office Depot	<a href="mailto:Aprilyn.Tulod@rccd.edu">Aprilyn.Tulod@rccd.edu</a>

### Required Attachments: *\*Do not combine attachments, add each attachment to the transmittal form separately.*

- Copy of Board Report (only required for amount over \$96,700) • Name this attachment "Board Report"
- Original Agreement/Contract signed by the vendor • Use Adobe Sign to obtain signatures on the Agreement/Contract ONLY • Name this attachment "Agreement"
- Copy of Galaxy Requisition • Name this attachment "Requisition"
- Email of Approval from General Counsel \*email for general counsel is [Delisle.warden@rccd.edu](mailto:Delisle.warden@rccd.edu) • Name this attachment "GC Approval"
- Certificate of insurance from Vendor - OR - email from General Counsel stating Certificate of Insurance not Required • Name this Attachment "Insurance"
- Email of Approval from Associate Vice Chancellor, Information Technology & Learning Systems [Christopher.Blackmore@rccd.edu](mailto:Christopher.Blackmore@rccd.edu) for ANY software, hardware or 3<sup>rd</sup> party web services that require integration with District Information Technology & Learning System resources.



# CHEAT SHEET FOR CONTRACT/AGREEMENT PROCESSING – FOR DEPARTMENT ORIGINATOR

## Less than \$96,700

1. Ensure funding availability
2. Get agreement from vendor
3. Send agreement to General Counsel for review and clarification of insurance requirement
4. After approval, get signature from vendor and any required insurance.  
(If new vendor, obtain all new vendor forms required)
5. Enter an A Type requisition in galaxy. (Not needed for revenue contracts)
6. Complete A/C transmittal form (attach all required documents)
7. **Email A/C transmittal form to the initiating department manager (they will then email it to the next person on the transmittal)**
8. When contract number is issued, department originator will contact vendor.
9. When job is completed and services rendered, send the invoice “approved for payment” to accounts payable.
10. Monitor your budget in galaxy to see payment is reflected in your account.

## More than \$96,700

1. Ensure funding availability
2. Get agreement from vendor
3. Send agreement to General Counsel for review and clarification of insurance requirement
4. After approval, get signature from vendor and any required insurance
5. **Prepare a board report and work with president’s office for submittal.**
6. Enter an A Type requisition in galaxy. (Not needed for revenue contracts)
7. Complete A/C transmittal form (attach all required documents, including unapproved board report)
8. **Send it through the approval process via email.**
9. When contract number is issued, department originator will contact vendor.
10. When job is completed or services rendered, send an invoice approved for payment to accounts payable.
11. Monitor your budget in galaxy to see payment is reflected in your account.

# CONTRACT TRANSMITTAL APPROVAL PROCESS VIA E-MAIL

Initiator only sends to #1 below (Initiating Dept Mgr.), they will send to #2. #2 will send to #3, and so on. Each approver should email it to the next approver.

## LESS THAN \$96,700

## MORE THAN \$96,700

1. Route A/C transmittal form with required documents through the approval process via e-mail in this order:
  1. Initiating department manager
  2. College Business Services
  3. Area VP
  4. Business Services VP
  5. College President
  6. District Budget office
  7. Purchasing
2. The President's office will review A/C packet and sign the agreement.
3. The President's office will send the A/C transmittal to District budget office for review, and signed agreement will be included.
4. District Budget office will send A/C form to Purchasing,
5. Purchasing will send the signed contract and signed purchase order back to the initiating department with a copy to College Business Services.
6. The initiating department will share purchase order and signed contract with the vendor and schedule any necessary work.

1. Route A/C transmittal form with required documents through the approval process via e-mail in this order:
  1. Initiating department manager
  2. College Business Services
  3. Area VP
  4. Business Services VP
  5. College President
  6. District Budget office
  7. Purchasing
2. The President's office will review A/C packet and sign agreement and add board report.
3. The President's office will send A/C transmittal form to the District Budget office for review,
4. District Budget office will send A/C transmittal form to Purchasing for issuance of Purchase order,
5. *Purchasing will confirm contract was board approved and obtain agreement signed by VC Business & Financial Services to issue contract purchase order.*
6. Purchasing will send the signed contract and signed purchase order back to the department originator with a copy to Business Services
7. The initiating department will share purchase order and signed contract with vendor and schedule any necessary work.

# DURING THE APPROVAL PROCESS:

## MANAGER APPROVER WILL:

---

- Make sure you are using Adobe Acrobat (This is REQUIRED).
- Open the A/C Transmittal package that was attached to the email.
- Open and review all the attached documents (will be on the left hand side of the PDF).
- If all documentation is correct, check the completed box in the A/C transmittal form next to your name. **Save to your computer.**
- Go back to the e-mail received requesting your approval (make sure to remove the original attachment).
- Attach the newly saved A/C transmittal that you just “approved”.
- Email the next approver (following the order on the transmittal), so they can review and approve.

# DURING THE APPROVAL PROCESS:

## **PRESIDENT'S OFFICE**

---

- President receives email from VP, Business Services seeking approval on contract/agreement
  - CC: Executive Administrative Assistant.
- President reviews and approves by checking the box on the transmittal form
- Executive Administrative Assistant
  1. Sends contract/agreement through Adobe sign for President's signature
  2. Attaches approved contract/agreement to the contract transmittal form
  3. Emails completed packet to District Budget Analyst with CC: to FTA in Business Services
  4. Emails notification to initiating department that the contract/agreement has been approved and sent to the District Budget office.
  5. Files approved agreement

## DEPARTMENT ORIGINATOR WILL:

- Department originator to check Galaxy for issuance of contract purchase order.
- Department originator will continue to follow up with Purchasing.
- Make sure job is not initiated without a contract purchase order.

QUESTIONS?

---

THANK YOU!!

