LSU Health NEW ORLEANS

School of Allied Health Professions
Office of the Dean

Re: Contract Routing Procedures

Step by Step Routing Procedures

1) Once CM reviews and approves the agreement, this version is to be sent for signatures via Adobe Sign to the following contacts in this order:
    a. Agency/Contracting Entity
    b. Department Head (if applicable)
    c. Business Manager - (Willis Brewer /initial only next to Dean)
    d. Dean – (Dr. Erin Dugan)
2) Once all parties sign, the "signed and filed" version is to be printed including the certificate page(s).
3) The Cover Page from the VCAF database is to be printed.
4) This hard copy with the Adobe Sign signatures and cover page is then sent to Contract Management.
5) After receiving notice from Contract Management that the fully executed contract is uploaded to the Database, the department sends the FEC to Agency/Contracting entity.

In the event the agency/contracting entity does not want to or cannot sign via Adobe Sign, the contracting entity can wet sign and mail the original document to the department. Their department head would sign if applicable. The Department will then route to the Dean's office for the Business Officer to review and initial, and then for the Dean to wet sign. The Dean's Office then routes to Contract Management.

Summary of SAHP Adobe Sign Workflow chart found here: AdobeSignWorkflow.pdf.

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