



SCOUT– Contract Workflows

July 2021



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Workflows

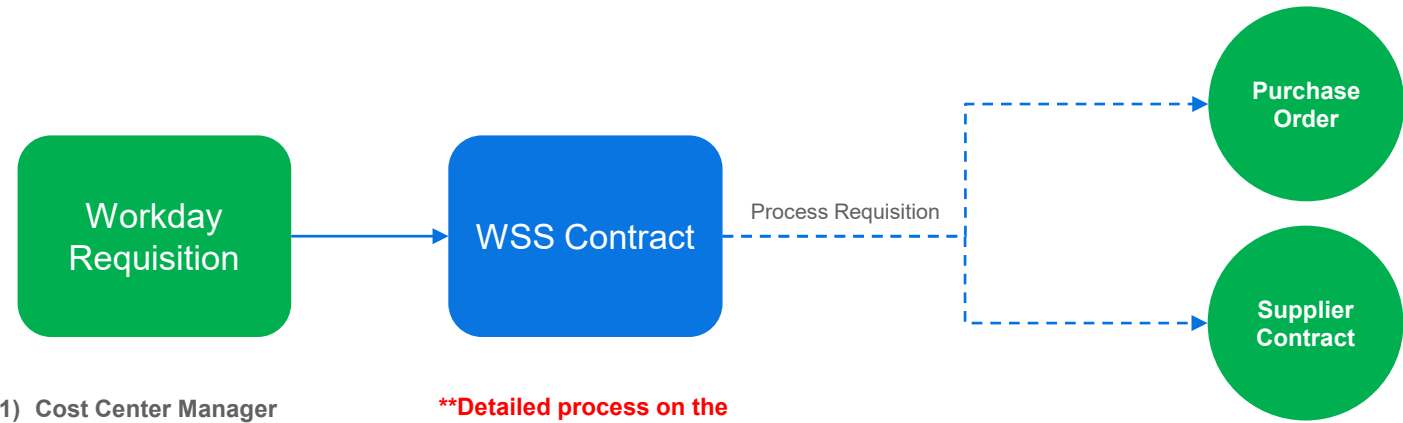
1- Contracts (non-RAS)

2- Non-Procurement non-RAS Contracts

3- RAS Contracts (procurement-related)



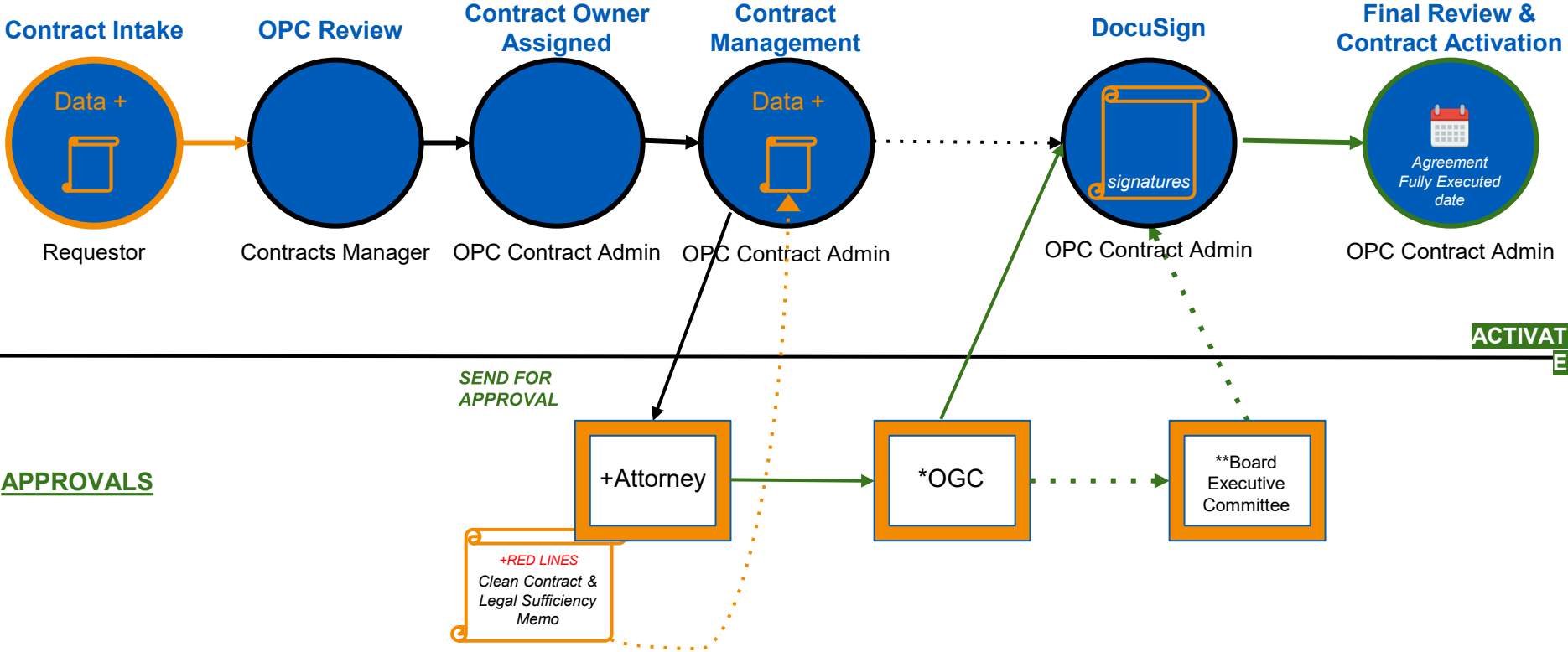
Contract Workflow (Non-RAS)



- 1) Cost Center Manager
- 2) CFO > \$250k
- 3) President > \$1M

****Detailed process on the next 2 slides****
1) **Procurement**
2) **Non-Procurement**

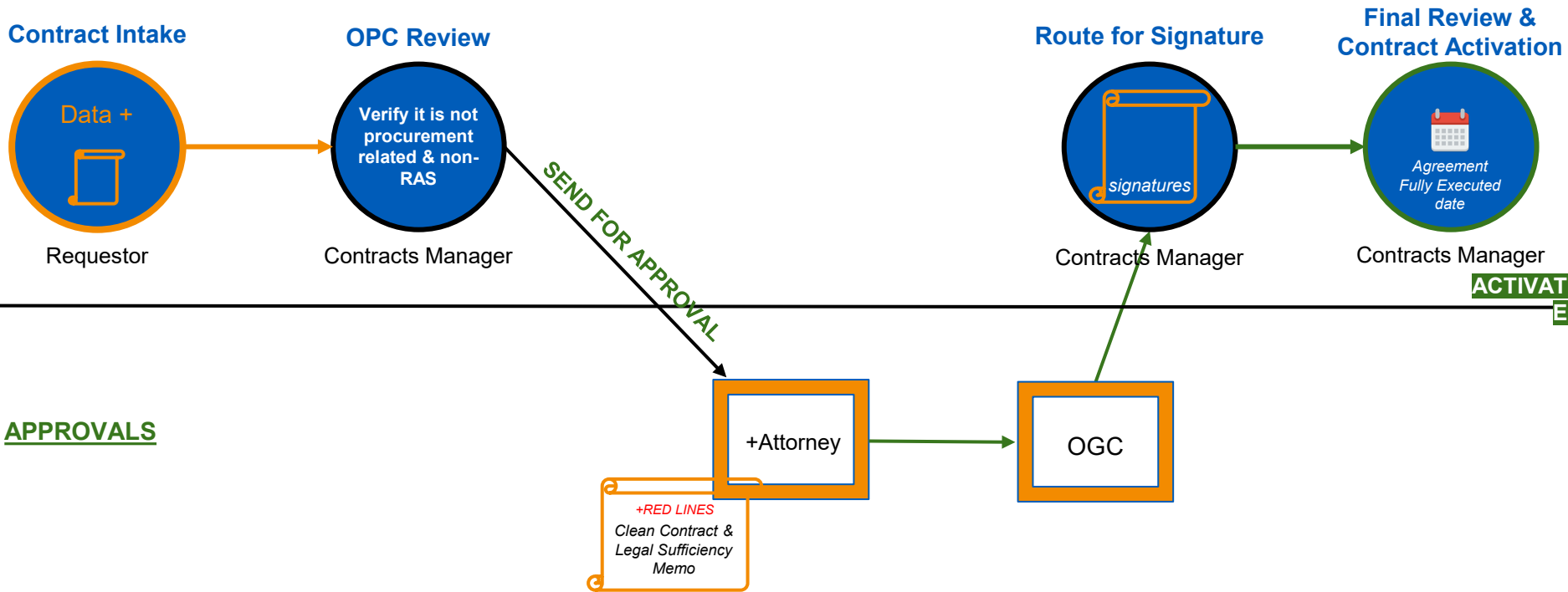
1) Contracts (non-RAS): Intake > Contracting > +OGC Review > Approvals > DocuSign > Activate



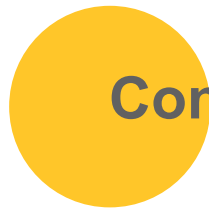
+when required
 *when contract value >\$100,000
 **when contract value >= \$5MM

NON-PROCUREMENT & NON-RAS

2) Contracts: Intake > OPC Review > Approvals > Signatures > Activate



+when required



Contract Workflow (RAS)

Workday Procurement

Strategic Sourcing



- 1) Cost Center Manager
- 2) Grants Manager
- 3) CFO > \$250k
- 4) President > \$1M

****Detailed process on the next slide****
3) RAS Agreements

3) RAS Agreements: Intake > Contracting > +OGC Review > +Supplier Form > Approvals > Signatures > Activate

