

From: [Kathy Nichols](#)
To: [Kathy Nichols](#)
Subject: Process to submit contract (and save CAF copy)
Date: Friday, March 24, 2023 2:02:00 PM

Process to submit contract

Unfortunately, the contract system is no longer generating notifications, so we need to complete the approval process via email.

1st step – Complete the *Contract Approval Form* (CAF) in Foxlink. Under the Employee tab, select Finance/Contracts from the drop-down menu; the CAF is the last item in the left column. **Be sure to include the budget code.**

After completing the CAF and BEFORE clicking the submit button, follow the steps below to save a copy of the completed Contract Approval Form (CAF)...

1. Right click on the screen outside of the completed form and select print
2. From the drop-down menu under Destination, select Save as PDF, then click the blue Save button
3. Rename your document if you'd like or keep it as is
4. Select destination where you'd like to save the document
5. Click the gray Save button
6. Return to the CAF and click submit

2nd step – Complete the appropriate contract template. Please send an email with the contract, the *Contract Approval Form*, and any supporting documentation attached to your department head asking for review/approval. You should copy Matt Hawks, Kathy Currie and me on the email to alert all that you've submitted the contract. **Your department head should reply to all** to indicate approval/denial.

Matt Hawks will then review the contract and let me know when it's ready for Ed Kania's review/approval. After Ed approves, I will send you the signed contract and you can submit it, along with the vendor's invoice, in Chrome River for payment. Feel free to contact me if you haven't received the signed contract within one week.

Please let me know if you have questions.

Kathy Nichols

Executive Assistant and Facility Coordinator

Rollins College | Office of Finance

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