

Step-by-Step Procedure
Pursuant to TBR Guideline B-095

I. E-Mail Transactions – Personal/Professional Service Contract Process

A. Department requesting a Personal/Professional Service Contract for services completes the Information for Personal/Professional Services Contracts form and the Agreement/Contract Routing form, Section I, activating a pre-determined Banner Workflow process. Workflow routes documents to the appropriate individuals for approval and to the Administrative and Governmental Services Office for contract review/preparation/amendment. Workflow captures electronic signatures using secure methods where each signature provided is a user name and password, uniquely identifying them to the system.

B. Once the contract is approved and completed; Personal/Professional Service Contracts are sent by e-mail to the vendor/contractor for approval. The contract is signed by an authorized representative of the company and a scanned copy is then returned via e-mail to the Institution unless original signatures are required by applicable state and federal laws. E-mail access being based on unique credentials (username/password) will be accepted as the electronic record for the e-mail and associated attachments from vendors. Electronic signature will be the scanned document containing the authorized written signature from the vendor/contractor.

C. The electronic process expedites obtaining required contractual information. Responses received are saved within a secured directory structure on a server that is backed up to tape with offsite rotated tapes stored in a secure environment.

D. Workflow provides for:

1. Auditing of approvals
2. The utilization of individual user accounts

E. E-mail provides for:

1. Authentication (username/password) to access an electronic method
2. Secured server folder to provide permanent retention for electronic message (e-mail) on a server backed-up to tape.

II. Contract Records are maintained per TBR Guideline G-070 Subject: Disposal of Records – RDA 2161

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