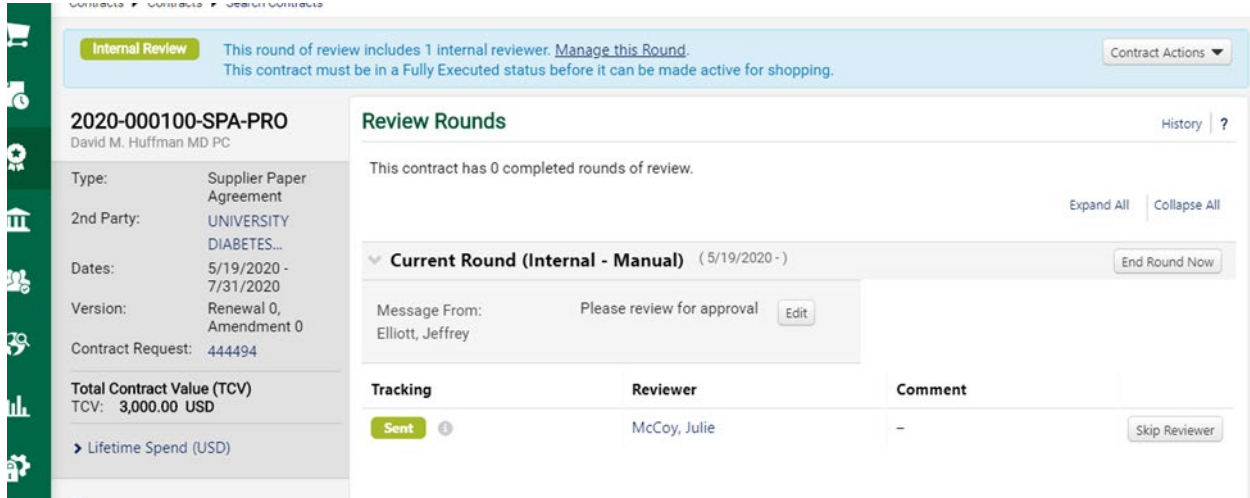


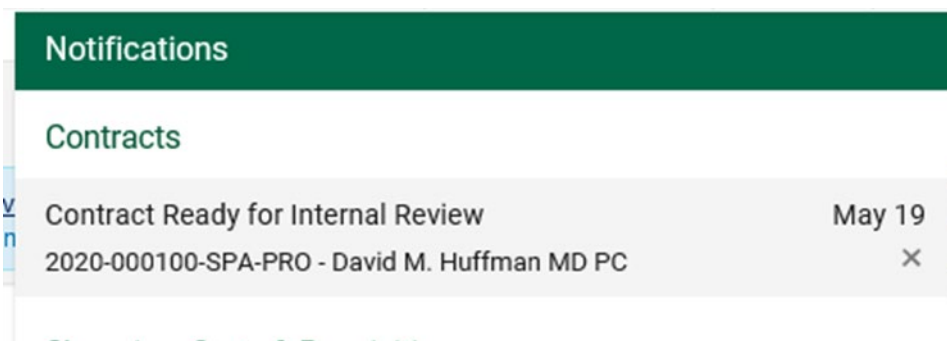
**Question: How will Department Approving Officer approve a contract in the new system?**

Answer: When a Contract Request is created, under Department Information there is a section where it requires Department Approving Officer information. The approval process is done through the Internal Review Round.

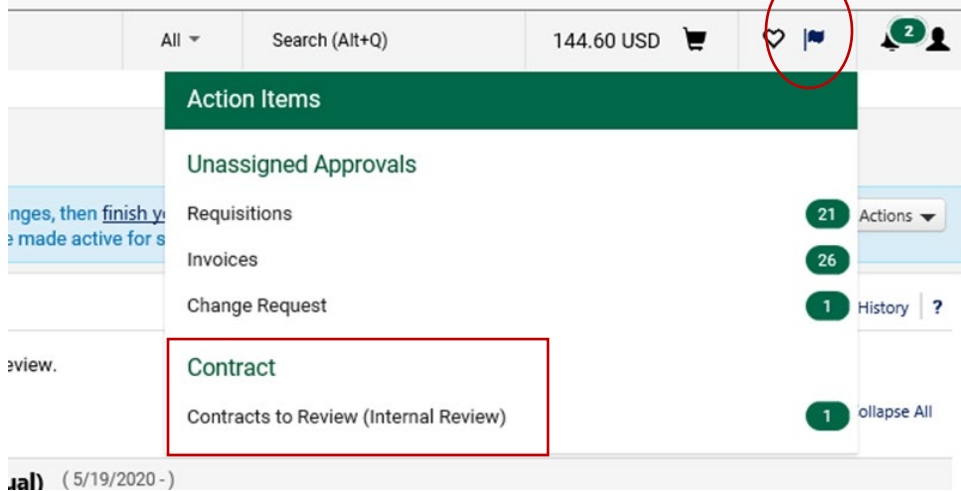
- Contract Administrator starts the Internal Review Round



- Department Approving Officer gets a Notification through the system



- Department Approving Officer will also see it in their “Action Flag”



- Department Approving Officer reviews and approves the Contract Request by selecting “Done with my Review” from the dropdown action menu.



- Adds comment and click “Done with my Review”

