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”

![Action Items](image)

- Contracts to Review (Internal Review)

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

![Current Round (Internal - Manual)](image)

- McCoy, Julie
- Done with My Review

• Adds comment and click “Done with my Review”

![Done with My Review](image)

- Everything looks good. Approved!