

Getting Started Checklist

If the Highest Level of Approval (per the chart above) is the **College Dean**, follow these steps:

Step 1. Prior to initiating an agreement/contract, refer to the following policies for requirements of academic agreements (important information to include in the agreement) and the review and approval process:

- [APSU Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements](#)
- [APSU Policy 4:002 Delegation of Authority for Approval and Execution of Contracts and Agreements](#)

Step 2. The initiating department (cultivator of relationship/daily oversight of agreement) must notify the college dean immediately. The initiating department should draft the agreement in consultation with the appropriate college dean.

Step 3. After the agreement has been drafted, the initiating department will collect feedback from the dean and revise the agreement.

Step 4. The initiating department will provide a Word version of the draft agreement to the appropriate offices (such as Finance and Legal Affairs). If the agreement includes a financial obligation, the Vice President for Finance and Administration must review and approve the financial portion of the agreement between APSU and the other party(ies) involved.

Step 5. Once the agreement is ready for approval, the point of contact will send the agreement, including all supporting documentation through the academic approval process, and will complete the pre-approval form (Finance, Legal Affairs, Associate Provost for Research, Executive Director of Extended and International Education, etc.).

Step 6. After all of the appropriate individuals have reviewed the agreement and provided written support, the point of contact will send the agreement/contract and supporting documentation (including email/letters of support) to Procurement and Contract Services (PACS) via Govs E-shop to be routed for final approvals with all supporting documents attached to the requisition.

Step 7. PACS will review and obtain signatures of all appropriate individuals, including the College Dean, via DocuSign. If DocuSign is not an option for the vendor/affiliate, signatures can be obtained by other means (scanned, wet etc.).