

## OLA Contract Routing Submission Form Job Aid for Approvers

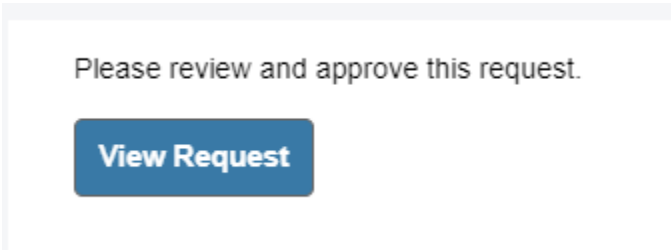
Please follow the below instructions to review and approve submitted Contract Routing Forms.

1. Once a contract has been submitted via the Contract Routing Form, first notification will go to the Office of Legal Affairs (OLA). This initial review will be made to ensure the contract is routed to correct areas. If an area has been missed or an area has been added by mistake, the OLA reviewer can manually make corrections.
2. Once initial review has been completed, and the OLA reviewer clicks approve, notification to all necessary approvals will be sent automatically.
3. Once you, as an approver, receives the email notification, similar to the below:

UWG ITS via Smartsh. Inbox [Legal Contract Review] - PCI Approval - Please review and approve this request. [View Request](#)

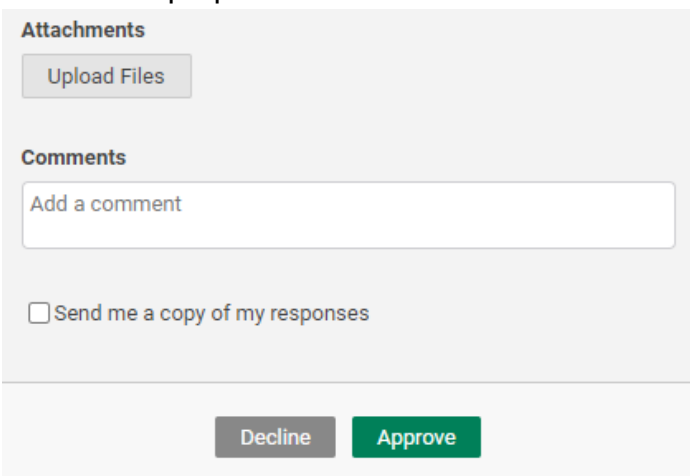
a.

- b. You can access the submission as well as the attached contract by clicking [View Request](#):



c.

4. Once you have reviewed all the answers to the questions in the form, as well as the attached documents, you can make comments and submit any additional documents. All comments and additional documentation can be viewed by OLA to help revise and prepare the final contract.

A screenshot of the contract routing submission form interface. It features a section titled "Attachments" with an "Upload Files" button. Below that is a "Comments" section with a text input field containing the placeholder "Add a comment". At the bottom of the form is a checkbox labeled "Send me a copy of my responses" and two buttons: "Decline" and "Approve".

a.

5. If you have specific questions that you feel are not answered in the submission, please contact the Contract Owner or the person submitted the request to specifically receive those answers and discuss specific items in detail.
6. If, after review, the contract is approved from your area to move forward with, even if that means you have included a comment on desired language to be included, please click Approve.
7. Once all applicable areas have approved, the department will make any needed changes to the contract and send for signature per the Delegated Authority Matrix
8. If you have any questions, feedback, or suggestions, please email the Office of Legal Affairs: [contracts@westga.edu](mailto:contracts@westga.edu)