

# DOCUSIGN – CONTRACT REQUESTS

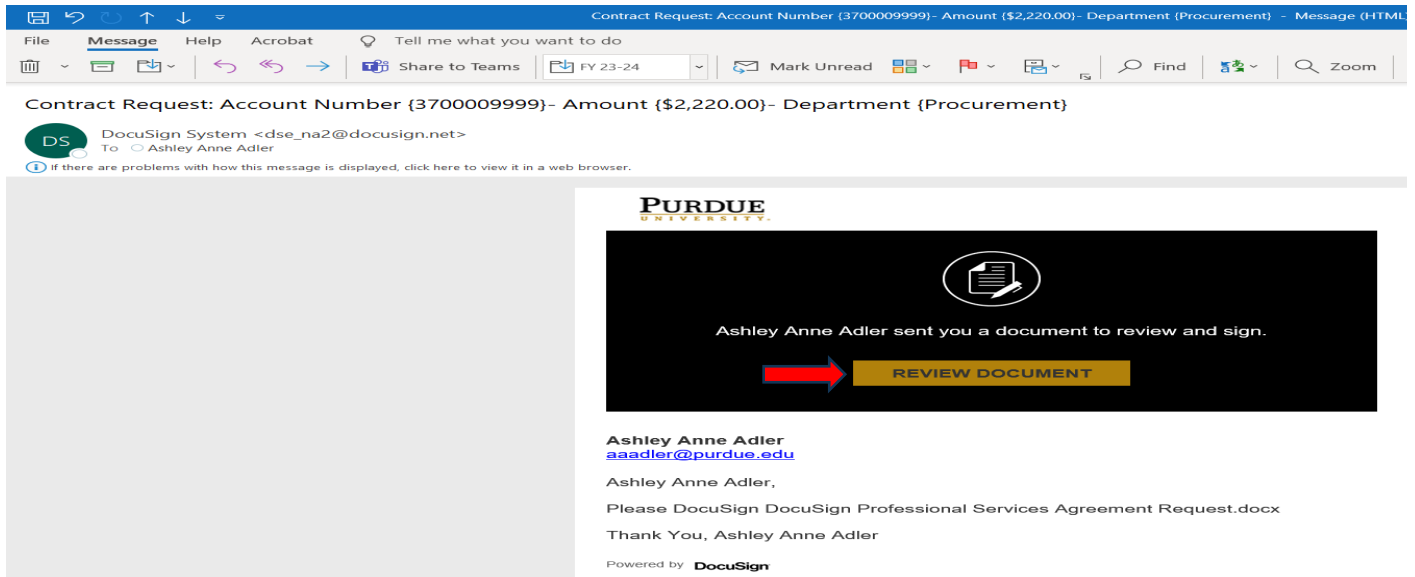
EFFECTIVE: MARCH 19, 2025

## PROCEDURE FOR CONTRACT APPROVER

### STEP ONE CLICK THE LINK IN THE EMAIL NOTIFICATION

- ✓ When a requestor for your department completes a contract request, the department approver will receive an email notification (Figure 1). Click the “review document” button. The department approver will be prompted to enter login credentials.

Figure 1



**Step 2** After step 1 is complete, this will open the document to be reviewed. Click the “Continue” button (Figure 2).

- ✓ This will bring the contract request document up for review. Please review the details in their entirety. If there are any discrepancies, the requestor who submitted the contract request will need to be contacted to make corrections.

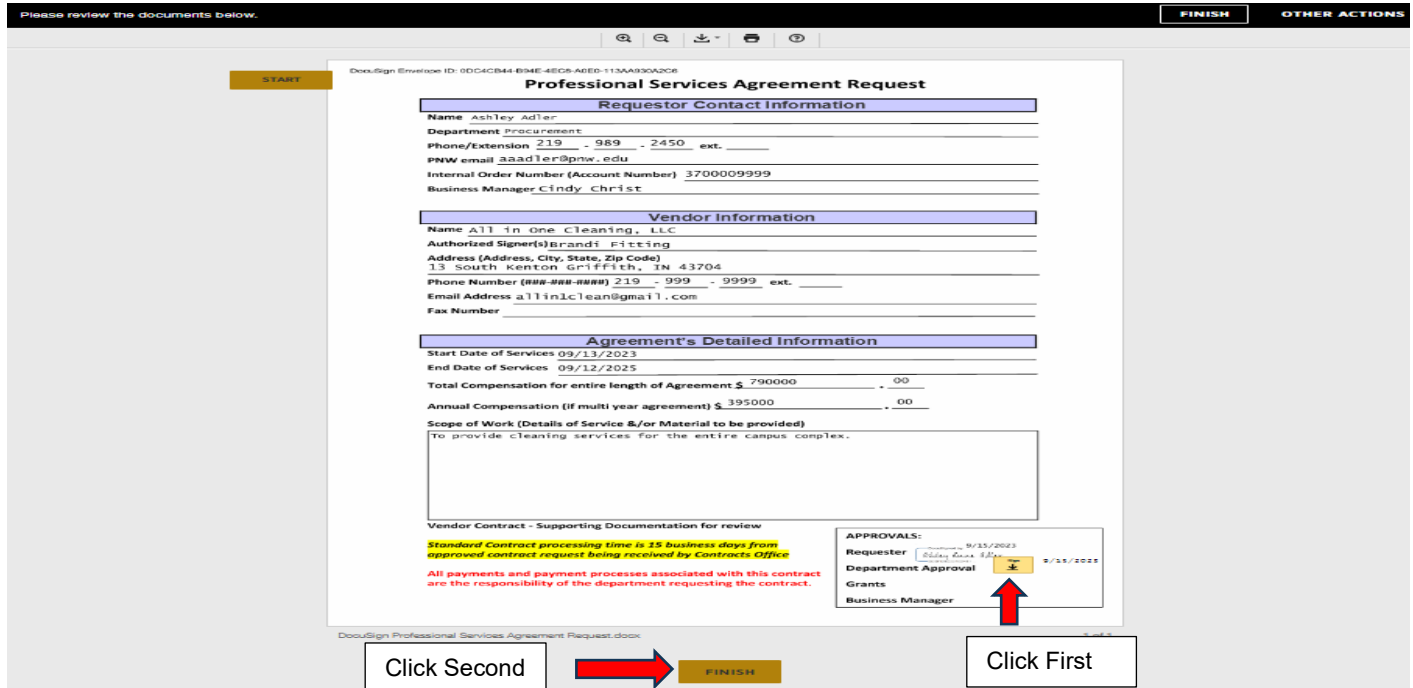
Figure 2



**Step 3** After reviewing the contract request and verifying all information is correct, click the “sign button” on the bottom right of the screen and click “Finish” (Figure 3).

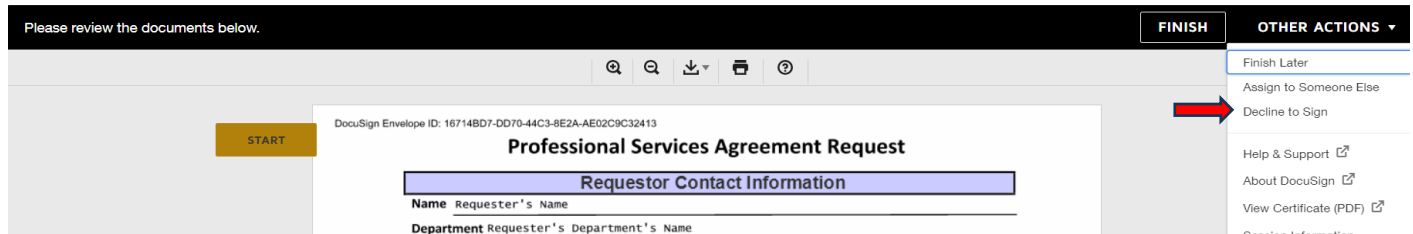
- ✓ Once the “Finish” button is clicked, DocuSign will automatically send a notification to the next approver.

Figure 3



**Step 4 (Optional)** – if the contract request needs to be declined for any reason, click the “other action” button on the top right and click “Decline to Sign” and you will be prompted to enter reason for the decline (Figure 4)

Figure 4



**Note:** DocuSign sends email notifications as the request moves through the system. Please watch your email for DocuSign notifications. The notifications can be filtered to “other” inbox or “junk email”.

If you need assistance, please email PNW Contracts at [contracts@pnw.edu](mailto:contracts@pnw.edu).