

# AGREEMENT/CONTRACT (A/C) TRANSMITTAL FORM – \$96,700 AND UNDER

20210308

## INITIATING DEPARTMENT COMPLETE THIS SECTION:

Vendor/Other Party Name	Business Location (City and State)	Time Period A/C is in Effect	Description of Goods and Services (If amendment, also include amendment number, first, second, third, etc.)	Amount	Budget Code 11-ABC-1000-0-0000-0000-0000

- Galaxy Requisition Number: \_\_\_\_\_ (leave blank if revenue generating)
- Vendor Contact: Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email Address: \_\_\_\_\_
- RETURN TO:** Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Initiating Department Manager Name: \_\_\_\_\_ Title: \_\_\_\_\_
- Initiating Department Manager ensure that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email to College Business Services Office.** *\*Include all required attachments BEFORE emailing. See instructions on page 2.*  
*\*To add any additional notes or comments please use the comment tool. See instructions on page 2.*

## COLLEGE BUSINESS SERVICES OFFICE REVIEW AGREEMENT/CONTRACT:

- Business Office certifies budget for A/C. Name: \_\_\_\_\_ Title: \_\_\_\_\_
- College Business Services Office provide a **RETURN TO Email Address:** \_\_\_\_\_
- After completing this section, email this form to Area Vice President.**

## COLLEGE AREA VICE PRESIDENT REVIEW A/C INFORMATION & ATTACHMENTS:

- Area Vice President Name: \_\_\_\_\_ Title: \_\_\_\_\_
- Area VP confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to College Vice President of Business Services.**

## COLLEGE VICE PRESIDENT OF BUSINESS SERVICES REVIEW A/C INFORMATION & ATTACHMENTS:

- Vice President Name: \_\_\_\_\_ Title: \_\_\_\_\_
- Vice President confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to College President**

## COLLEGE PRESIDENT REVIEW & SIGN FINAL CONTRACT:

- President Name: \_\_\_\_\_ College: \_\_\_\_\_
- President confirms that all A/C information is accurate, and all required documents have been attached:
- After completing this section, email this form to District Budget Analyst.** *\*See instructions for correct Budget Analyst.*

## DISTRICT BUSINESS AND FINANCIAL SERVICES REVIEW AGREEMENT/CONTRACT:

- Budget Analyst confirms budget for Agreement/Contract. Name: \_\_\_\_\_
- After completing this section, email this form to Purchasing Specialist.**

## DISTRICT BUSINESS AND FINANCIAL SERVICES COMPLETE PURCHASE ORDER:

- Purchasing Specialist confirms Purchase Order has been generated. Name: \_\_\_\_\_
- Attach copy of completed Purchase Order to this form. *\*See instructions on page 2 for attaching documents*
- After completing this section, email this form to **RETURN TO** address for Initiating Department and College Business Services Office.**

# A/C TRANSMITTAL FORM INSTRUCTIONS

For Budget Analyst, send to the following staff:

<b>Location</b>	<b>Budget Analyst</b>
District Office and MVC	<a href="mailto:Michele.Arnold@rccd.edu">Michele.Arnold@rccd.edu</a>
Norco College	<a href="mailto:Cristina.Ambriz@rccd.edu">Cristina.Ambriz@rccd.edu</a>
Riverside City College	<a href="mailto:Cynthia.Gundersen@rccd.edu">Cynthia.Gundersen@rccd.edu</a> (DAX-DOx) & <a href="mailto:Astrid.Denunno@rccd.edu">Astrid.Denunno@rccd.edu</a> (DPx-DZx)

\*Selecting the wrong Budget Analyst and/or Purchasing Specialist will result in a delay in processing.

For Purchasing Specialist, send to the following staff:

<b>Vendor Range</b>	<b>Purchasing Specialist</b>
A - D	<a href="mailto:Melissa.Griffith@rccd.edu">Melissa.Griffith@rccd.edu</a>
E - O	<a href="mailto:Melinda.Chavez@rccd.edu">Melinda.Chavez@rccd.edu</a>
P - Z & Office Depot	<a href="mailto:Aprilyn.Tulod@rccd.edu">Aprilyn.Tulod@rccd.edu</a>

**Required Attachments:** *\*Do not combine attachments, add each attachment to the transmittal form separately.*

- Copy of Board Report (only required for amount over \$96,700) • Name this attachment "Board Report"
- Original Agreement/Contract signed by the vendor • Use Adobe Sign to obtain signatures on the Agreement/Contract ONLY • Name this attachment "Agreement"
- Copy of Galaxy Requisition • Name this attachment "Requisition"
- Email of Approval from General Counsel *\*email for general counsel is [ContractsReview@rccd.edu](mailto:ContractsReview@rccd.edu)* • Name this attachment "GC Approval"
- Certificate of insurance from Vendor - **OR** - email from General Counsel stating Certificate of Insurance not Required • Name this Attachment "Insurance"
- Email of Approval from Associate Vice Chancellor, Information Technology & Learning Systems [Christopher.Blackmore@rccd.edu](mailto:Christopher.Blackmore@rccd.edu) for ANY software, hardware or 3<sup>rd</sup> party web services that require integration with District Information Technology & Learning System resources.

## Adding/Viewing Attachments:

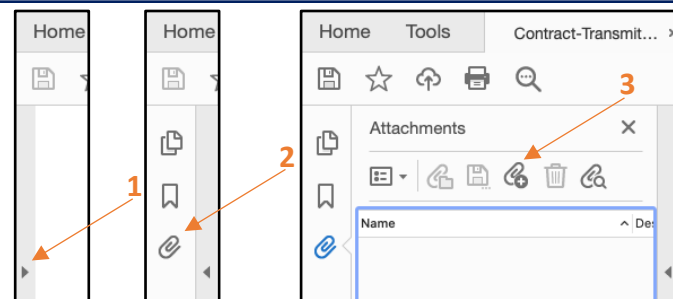
To view the attachments pane in Adobe Acrobat:

1. Click the small triangle on the left side of the page when viewing this form.
2. Click the paperclip icon.
3. The Attachments pane allows you to view & work with attachments.

Alternately, access the Attachments pane using the View menu at the top of the page:



**View > Show/Hide > Navigation Panes > Attachments**

*\*Please do not combine attachments. Add each attachment separately.*




## Adding/Viewing Comments:





To add or view the comments in Adobe Acrobat:

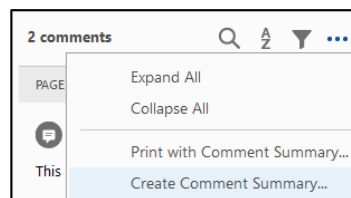
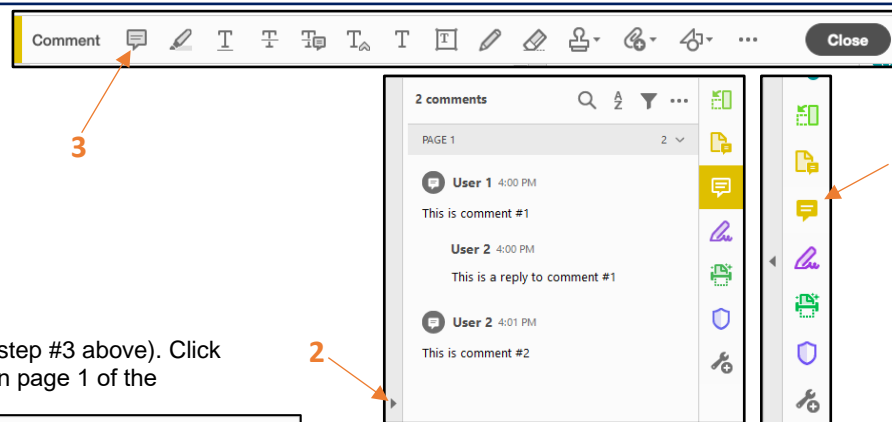
1. Look for the Comment tool  on the right side of the page when viewing this form. You may need to select the "More Tools" icon. 
2. If necessary, click the small triangle on the right-hand side of the page to view all comments.
3. With the Comments tool selected, use the toolbar at the top of the page to insert comments.

Alternately, Access the Comments tool using the View menu at the top of the page:

**View > Tools > Comment > Open**

It is recommended that you add new comments using the sticky note comment tool (see step #3 above). Click once on the "Add sticky note"  button in the Comment toolbar. Then, click anywhere on page 1 of the transmittal form to add a new comment.

To view all comments on a separate page, use the "Options" menu  to select "Create Comment Summary...". You can also use search, sort, and filter    tools to access specific comments or groups of comments.



Click the "Options" menu to create a comment summary and view all comments on a separate page.

# Frequently Asked Questions

## What is the A/C Transmittal Form?

The A/C Transmittal Form is the fillable PDF form used to summarize the information contained in an agreement/contract, consolidate additional required documentation, and provide instruction on where the agreement/contract should be routed for signature. There are three different A/C Transmittal Forms: One for Colleges that can fully execute an agreement/contract (\$96,700 and under), one for Colleges that require Board approval and Signature from the Vice Chancellor of Business and Financial Services to fully execute the agreement/contract (over \$96,700), and one for all District agreement/contracts.

## What is the A/C Transmittal Packet?

When required documents supporting the agreement/contract are attached to the A/C Transmittal Form, we refer to the form along with its attachments as a packet. This packet is routed via email, according to the instructions on the A/C Transmittal form. See the A/C Transmittal Form instructions for more information about adding attachments.

## Where do I sign the A/C Transmittal form?


The A/C Transmittal form does not require signatures. Being an internal form, there is no need to apply legally binding signatures. Only the actual agreement/contract being transmitted requires legally binding signatures. The purpose of the A/C Transmittal form is not to collect signatures. Its purpose is to internally route an agreement or contract along with its supporting documentation to all parties involved with the approval of the agreement/contract. This facilitates signing of the agreement/contract as well as other business processes involved with obtaining the goods and services described in the contract.

## How do you know that “I” checked a box on the A/C Transmittal form and not someone else?

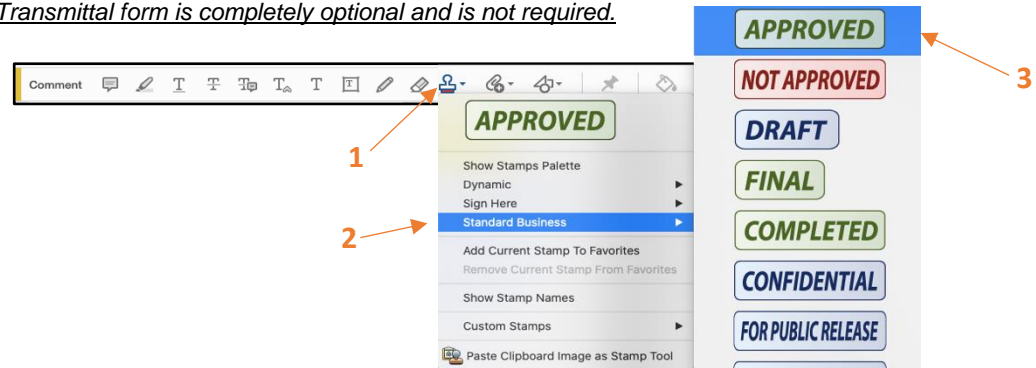
The check boxes on the A/C Transmittal form serve to show who has reviewed the contents of the packet, provide contact information for each reviewer, and provide a visual indication that each step in the transmittal process has been completed in case a reviewer has questions later in the process. Because the new A/C Transmittal packet is routed through email, it is assumed that if the instructions on the form are followed, the person checking the box (or their delegate) will forward the A/C Transmittal packet to the next person for review. In short, the email system provides verification of who has reviewed the A/C Transmittal packet.

## But I really want to sign the transmittal form. What should I do?

You cannot “sign” the transmittal form because digitally signing the form will make it read-only and potentially invalidate the contents of the A/C Transmittal packet, preventing the actual contract from being acted upon. If you really want to sign the A/C transmittal form, we recommend that you use the Comment tool to stamp the form with your name in addition to checking the box. Stamping the A/C Transmittal form is completely optional and is not required.

1. From the Comment toolbar, select the “Add stamp” tool. 
2. Use the “Standard Business” submenu to select a pre-formatted stamp. You can also create a custom stamp if desired.
3. If using a standard stamp, we recommend “APPROVED”.

Any stamp applied in this manner will contain the name of the user who applied the stamp as well as the date and time the stamp was applied. Stamp information will be saved as part of the comment record associated with the A/C Transmittal Form.



## Why can't we use Adobe Sign to route the transmittal packet?

Adobe Sign is designed to route an agreement/contract electronically for legally binding digital signatures. While it is encouraged to use Adobe Sign to secure digital signatures on the actual agreement/contract, it is important to understand that signing the agreement/contract is only part of the overall process that the A/C Transmittal Form supports. The A/C Transmittal process is an internal business process which involves additional documentation that is not part of the actual contract as well as additional workflows which occur both before and after the agreement/contract has been signed. It is not appropriate to include the additional documentation and the additional workflows from this process as part of the contract's legally binding signature process. Moreover, using Adobe Sign to route the entire transmittal packet can interfere with these additional business processes.