

# Contract Routing Sheet (Green Sheet)

Encumbrance # (from AdvantageME)		
Vendor		
Dollar Amount	\$	
<i>Purchases Tracking Number</i>	<b>ADV #</b>	
Contract Manager (CM)		
Station #		
<b>Paper Copy Contract</b>	<b>DATE</b>	<b>Initial</b>
Contract Completed by CM		
Department Designee Reviewed/Signed		
<i>Purchases Reviewed and Conditionally Approved Contract</i>		
<i>Returned to Department Contract Manager</i>		
<b>Entered on AdvantageME</b>		
By Contract Manager		
Approved by Department Designee		
<i>Approved and /or Encumbered by Purchases</i>		

Contract Managers are encouraged to retain a copy for their records  
 Instructions for the sheet are on the back

# Contract Routing Sheet (Green Sheet)

## Instructions

The Contract Routing Sheet aka the “**Green Sheet**” has been developed as a one time temporary measure to assist your Department and DAFS Division of Purchases in the contract season to lessen the burden on those involved in review and approval of the contracts

This sheet is to always be printed on **GREEN** paper so that Purchases can readily identify these sheets. They are to be used for **FY08 contracts** with a start date of **7/1/07**. This document expires on **7/5/07**. **Any Contracts sent after GO Live must have a CT document ID assigned by AdvantageME or they will be returned. Green sheets WILL NOT BE REQUIRED AFTER GO-LIVE.**

Under the header Paper Copy Contract, the Contract Manager will fill in the date and initial it by **Contract Completed by CM**. This sheet is placed on top of the completed contract ready for review/approval. The **Department Designee** will date and initial it once they have reviewed and approved it and forward it to Purchases.

When **Purchases** receives the reviewed and approved paper copy, they assign an ADV # and route it to the appropriate Purchases reviewer. Once they have reviewed and conditionally approved it, they will date and initial the **Purchases Reviewed** line and the **Returned to Department Contract Manager** line. Then they will hold the paper contract in a temporary Department file and return the Green sheet to the person identified on the sheet as the Contract Manager and to the State House Station they have listed on the sheet.

Upon return of the sheet to the Contract Manager, they will forward the Green Sheet and a copy of the contract to whom they have designated to enter the contract on AdvantageME. The paper contract has been reviewed and approved for content by all the necessary parties at this time. You now have the Green sheet and once AdvantageME goes live, you will be creating a CT document for each of your contracts. Using this sheet you now enter the **CT number assigned by AdvantageME, at the top of the contract routing sheet as the encumbrance #**.

Under the header Entered on AdvantageME, the Contract Managers will date and initial that line when they have Submitted the CT document for approval. The Contract Managers sends the **Green Sheet** through the listed steps for electronic approval. By sending the completed sheet through to Purchases, the approvers will know which CT document to look for on the Document Catalog and/or on their works lists and approve them without having to locate the paper copy of the conditionally approved contract.

Once Purchases has approved and/or encumbered the contract, they will send a copy of the contract back to the Contract Manager, so that they can provide copies to the necessary parties.

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## Department Contract Routing Prior to July 5<sup>th</sup>, 2007

