

### **Business Process for Contracts**

Procurement Services business process for submitting a [“Contract Cover Sheet”](#) through the Team Dynamix ticketing system.

The process will allow you to complete and submit the form online as well as attach the vendor’s contract. Once the form has been submitted online you will receive a confirmation email with a ticket number for reference. The ticket number can be used to follow up and to view the status of your contract in the workflow. Once all approvals are completed on the form, you will receive an email that your contract has been “Approved”. If for some reason the contract has been rejected you will receive an email stating “Please contact Procurement Services for Details”. Please be aware no signatures are required as the contract goes through workflow it is approved or rejected.

Using this process will allow you and the Procurement Office to track all Contract Cover Sheets. Your ticket number will be your key to viewing the current status of your request as well as a future reference for any contract-related matters. You will be able to view your submitted tickets through the NKU Service Desk under [Services – Ticket Requests](#)