## **OOEF - NEW Docusign process** Dept staff receives a copy of the Process is complete. Dept staff Department Dept staff enters Dept staff must set first request in order to track the downloads the approved copy and rior to an event their name as the signer aka funding Dept staff completes status in Docusign. Once submits with invoice/receipts after ept staff access the approver - dept Power Form and if completed, Dept staff receives CNS contact event. Don't forget to complete the correct Power Form (requestor). Must authorized signer in GBS applicable, uploads an e-mail in order to access the bottom section of the form (section 6) Template in (DEFINE). Must use EID euse EID e-mail attachments. approved form in order to when you are submitting with the Docusign address to route. mail address to route. download it to submit with invoice/receipts after event. receipts. Dept funding approver (auth Power Form routes to The editable fields are: Account #, Object code, funding approver. If necessary, funding Purpose of event, Benefit approver can edit fields to CNS and before approving University, Justification if foward. they exceed limits. Gail Davis, Dean's delegate Under \$3K -Once Gail signs, Power Form routed to approvals - Dept, OOEF is approved. Gail Gail who reviews OOE for completeness and within CNS limits for bre akfast/lunch/dinner Over \$3K 2 approvals -Dept, Ricardo Gail to initia Ricardo Medina, Dean's delegate Power Form routed Once Ricardo signs, to Ricardo if over OOEF is approved. \$3K