

Contract Checklist

1. Do you have the funds and your manager approval for the contract?

Be sure you have the money in your budget and that you have received your manager

- j. Binding arbitration or mediation laws
 - k. Other
8. Have all levels described in the administrative review approved the contract in CobbleStone
- You must have the proper approvals in CobbleStone for your contract to move forward and receive signature. The workflows are preset in CobbleStone. Any questions regarding this should be directed to contracts@ggc.edu
9. Has your contract been signed by the Director of Purchasing and the ~~county~~ party?
- Please be sure you have a fully executed contract uploaded to your record in CobbleStone and the contract is active. Instructions for CobbleStone can be found on the OLA website www.ggc.edu/contracts or in the resource library in the CobbleStone system.