

Spring Independent School District

Spring ISD Services Contract / Signature Routing Process Approver User Guide

- I. How to Approve a Form
- II. How to Correct a Form
- III. How to Check the Approval Status



How to Approve a SISD Services Contract Approval or Signature Routing Form

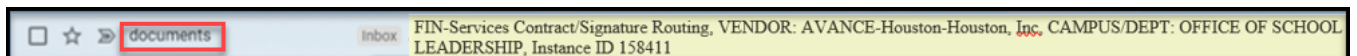
I. How to Approve a Form

The online Spring ISD Services Contract/Signature Routing form automates and streamlines the approval process. Upon form submission, the approvers will receive an email notification with a link to the form.

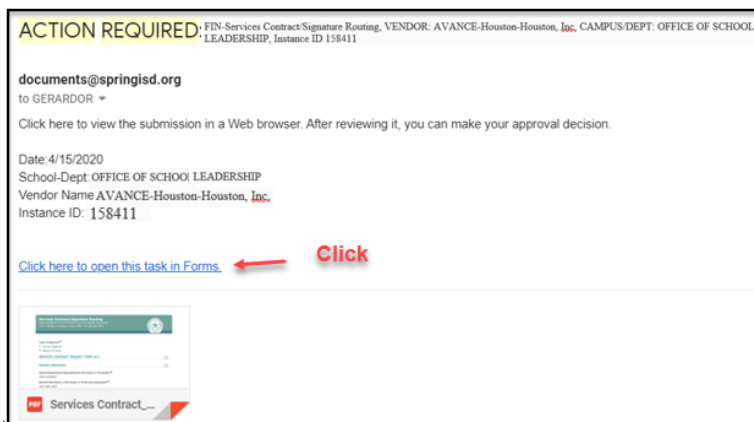
Approval order:

- Form Submitted
- Technology Approval
- Assistant Sup Approval
- Chief Approval
- Grant/Title I/Fed Funding Approval
- Procurement Approval
- HR Background Check
- Finance Approval
- Legal Approves Contract
- Chief of Staff Requests Signature
- Superintendent Signs Contract
- Signed Contract Filed into Laserfiche
- Signed Contract is Emailed
- End Event

School or department secretaries typically initiate the process by submitting the form (see https://drive.google.com/file/d/13sLxbwF6QuP6yRgD9w3Nlp_ySc5kxwr8/view?usp=sharing). The first approver will receive an email notification by the account 'documents'



1. Open the form by clicking on the link in the email.

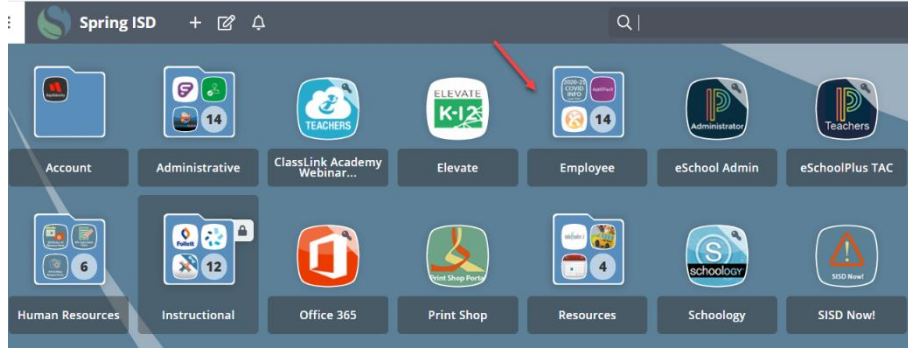


How to Approve a SISD Services Contract Approval or Signature Routing Form

Or you can also directly go to <https://forms.springisd.org/forms/>

Or go to my.springisd.org > Employee menu (bottom) > Financial Services (icon with the dollar sign)

2. Go to my.springisd.org, click on Employee



3. Click the Financial Services icon



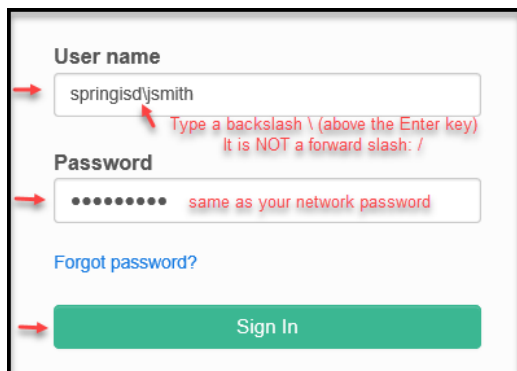
4. Click on Laserfiche Forms Sign In



5. Enter your Laserfiche username and password and click Sign In.

- Your username is the same as your network username preceded by **Springisd**
- Your password is the same as your network password.

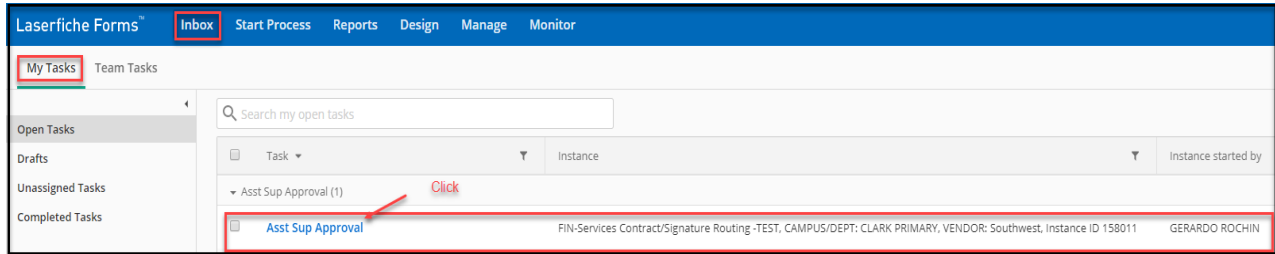
The **Sign In** button needs to be green. If it is grey, press the tab key.



The screenshot shows the Laserfiche Forms Sign In page. It has two input fields: 'User name' with the text 'springisd\smith' and 'Password' with a masked password '.....'. A red arrow points to the 'User name' field with the text 'Type a backslash \ (above the Enter key) It is NOT a forward slash: /'. Below the password field is a link 'Forgot password?'. At the bottom is a green 'Sign In' button. A red arrow points to the 'Sign In' button.


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6. Your Laserfiche Inbox lists the forms that need your approval. Click the blue link in order to open the form.



7. Review the information, scroll down until you see the **Signature Document Upload section** (Pg. 4)

Services Contract/Signature Routing
Spring Independent School District, Accounts Payable Department
16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6095



Type of Approval *

Spring ISD Services Contract
 All Other Signature Routing

SERVICES CONTRACT REQUEST FORM (A1)

General Information

School/Department Requesting the Service(s) or Product(s) *
21ST CENTURY

General Description of Service(s) or Product(s) Requested
Various after-school programs in association with Project S.A.F.E (21st Century Community Learning Center Grant. Math Tutoring and STEAM.

District location(s) where services to be provided (If multiple locations, then list each location involved) *
The following (8) project S.A.F.E schools: Eickenroht ES, Bammel ES, Hoyland ES, Salyers ES, Major ES, Ponderosa ES, Wells MS, and Dekaney HS.

Date(s)/date range services to be provided
October 2020 - June 2021

Vendor-Provider Information

Email-Address info@mathamaticstutoring.com	Vendor/Company Name * Math-A-Matics Tutoring, LLC
Contact Name Dawn Brown, Managing Member	
Vendor Phone Number * 832-598-7245	

Funding Information

Anticipated amount to be paid to Service Provider over full term of Contract *
\$ 49,875.00

Will the service(s) or product(s) be paid utilizing Title funds? *

Yes
 No

Budget Unit * N/A <small>Type N/A If not Applicable</small>	Account Code * N/A <small>Type N/A If Not Applicable</small>
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8. Download the Signature Routing PDF document by clicking on the link.

Purchase of Technology

Contract for Hardware/Software? *

Yes No

Board Approval

Does this contract require Board Approval?

Yes
 No

Procurement Method

Procurement method: *

- One (1) Vendor Quote (Contracts valued under\$10K)
- Three (3) Vendor Quotes (Contracts valued between \$10K & \$50K)
- Interlocal Agreement
- Purchasing Cooperative Contract
- District-Determined Professional Service
- Contracts valued \$50,000 and Over
- Sole Source Purchase

Interlocal Agreement Comments

Interlocal Agreement Comments

Harris County Department of Education (HCDE Vendor # 62990211)

LOCAL GOV'T OFFICER CONFLICTS DISCLOSURE STATEMENT, FORM CIS (Pg A3-A4)

[LINK TO TEMPLATE \(A3-A4\) LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT \(FORM CIS\)](#)

Does a Conflict of Interest Requiring Disclosure Exist? *

Yes
 No

SERVICES CONTRACT (B1-B9) OR SIGNATURE DOCUMENT UPLOAD

Reference Document (Orig) *

[MathAMatics \(Service C... 1.81MB](#)



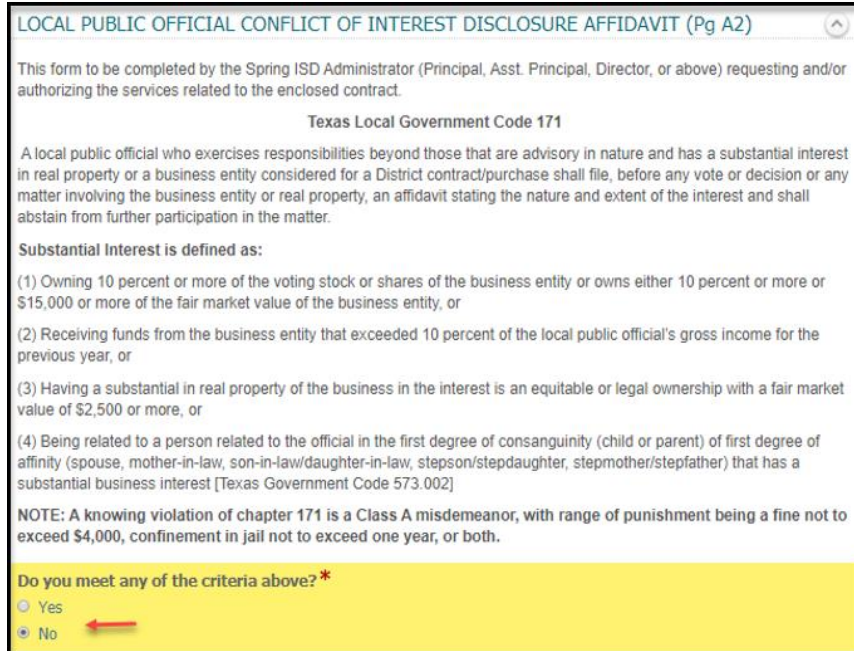
Reference Document (1st Rev)

How to Approve a SISD Services Contract Approval or Signature Routing Form

Note: The information in the form will depend on the selections chosen during the submission.

9. Principals or department heads ONLY:

The Conflict of Interest section requires an answer to the question shown below.



LOCAL PUBLIC OFFICIAL CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT (Pg A2)

This form to be completed by the Spring ISD Administrator (Principal, Asst. Principal, Director, or above) requesting and/or authorizing the services related to the enclosed contract.

Texas Local Government Code 171

A local public official who exercises responsibilities beyond those that are advisory in nature and has a substantial interest in real property or a business entity considered for a District contract/purchase shall file, before any vote or decision or any matter involving the business entity or real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter.

Substantial Interest is defined as:

- (1) Owning 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity, or
- (2) Receiving funds from the business entity that exceeded 10 percent of the local public official's gross income for the previous year, or
- (3) Having a substantial in real property of the business in the interest is an equitable or legal ownership with a fair market value of \$2,500 or more, or
- (4) Being related to a person related to the official in the first degree of consanguinity (child or parent) of first degree of affinity (spouse, mother-in-law, son-in-law/daughter-in-law, stepson/stepdaughter, stepmother/stepfather) that has a substantial business interest [Texas Government Code 573.002]

NOTE: A knowing violation of chapter 171 is a Class A misdemeanor, with range of punishment being a fine not to exceed \$4,000, confinement in jail not to exceed one year, or both.

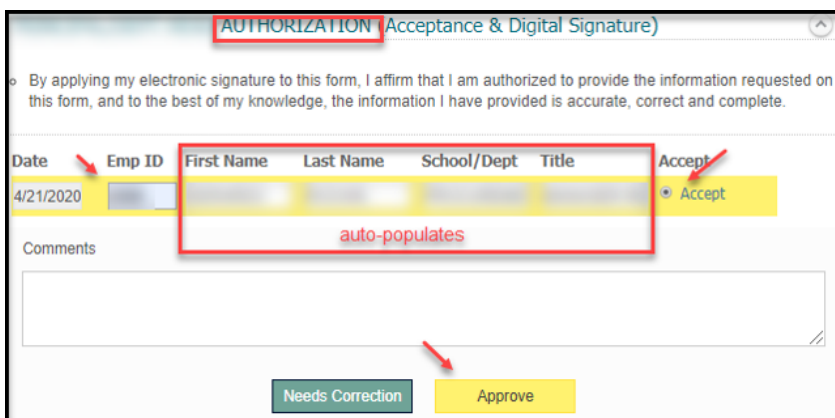
Do you meet any of the criteria above? *

Yes

No ←

10. Scroll down to the **Authorization** section, enter your **employee ID** and press the **tab** key (the rest of the information auto-populates) then click the **Accept** button. You have two options:

- Needs Correction:** sends the form back to the originator (except for Legal and Finance which sends it back to Procurement). Indicate what correction is needed in the Comments box.
- Approve:** sends the form to the next approver



AUTHORIZATION Acceptance & Digital Signature

By applying my electronic signature to this form, I affirm that I am authorized to provide the information requested on this form, and to the best of my knowledge, the information I have provided is accurate, correct and complete.

Date	Emp ID	First Name	Last Name	School/Dept	Title	Accept
4/21/2020						Accept

auto-populates

Comments

11. The form will be immediately routed to the next approver and an email notification will be sent.

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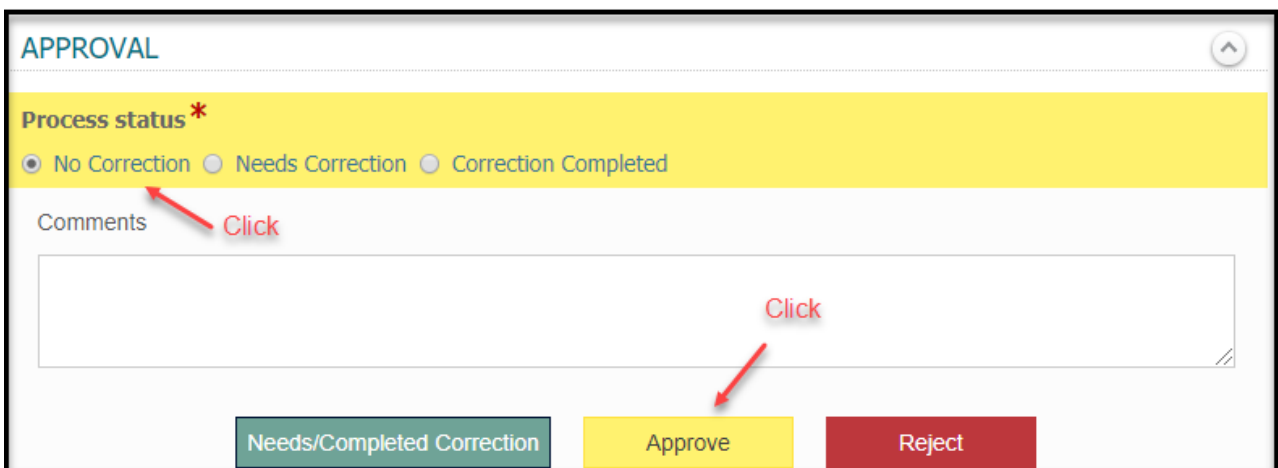
II. How to Correct a Form

As an approver, you can send a form back for correction to the submitter or to a prior approver, follow these steps:

1. On the approval section:
 - a. click the **Needs Correction** button
 - b. select the person you want to send the correction to from the drop-down list
 - c. indicate the needed correction
 - d. click the Needs/Completed Correction (this button serves a dual purpose)
2. The person you sent the correction to will receive an email notification.
3. You will receive an email notification immediately after the correction is complete.



4. If no more corrections are necessary, click on No Correction and then on Approve.



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III. How to Check the Approval Status

1. Click on **Completed Tasks**.



2. Click on **Action History**, all the tasks appear in chronological order since the submission.

