

Contract Approval

This document is a quick reference guide for users wishing to send a contract for approval for a contract to be active in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

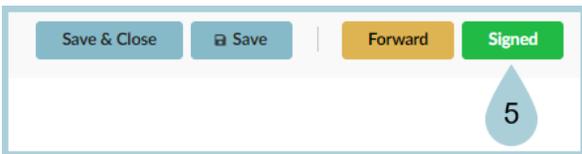
Once the Procurement Officer has provided general information, identified contacts, established dates and renewals, detailed negotiated terms, uploaded signed supporting documents, confirmed the price lists, and listed any Distributors or Subcontractors, the contract is complete and is ready to be submitted for approval.

Contract Approval/Running

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit, and then click the **Pencil** icon to open it.
3. Review the contract for completeness, including uploading all signed documents to your contract.
4. Click the **Send Contract for Approval** button.



5. Once your contract has been approved, click the **Signed** button.



6. The contract is now signed and running.



Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>