MOU and Contract Request Digitization • Implementation in progress

One OnBase workflow replaces fragmented contract intake

01 CHALLENGE

Manual intake created inconsistent, invisible work

Paper forms, email routing, and decentralized files required extensive coordination—slowing requests and limiting visibility, consistency, and accountability.

02 ACTION

Standardize intake and route electronically.

PMO, Procurement, Enrollment Services, and IRT configured one OnBase request form, an initial review workflow, and a centralized document repository.

IN PROGRESS • UAT UNDERWAY

03 RESULTS

1 **standardized intake and repository foundation**

- ✓ **Consistent electronic submission**
- ✓ **Initial routing workflow configured**
- ✓ **Centralized documentation**
- ✓ **Foundation for automation + reporting**

WHY IT MATTERS

A scalable foundation for enterprise contract management.

Future phases will add routing, notifications, status tracking, and reporting—reducing administrative complexity across campus.