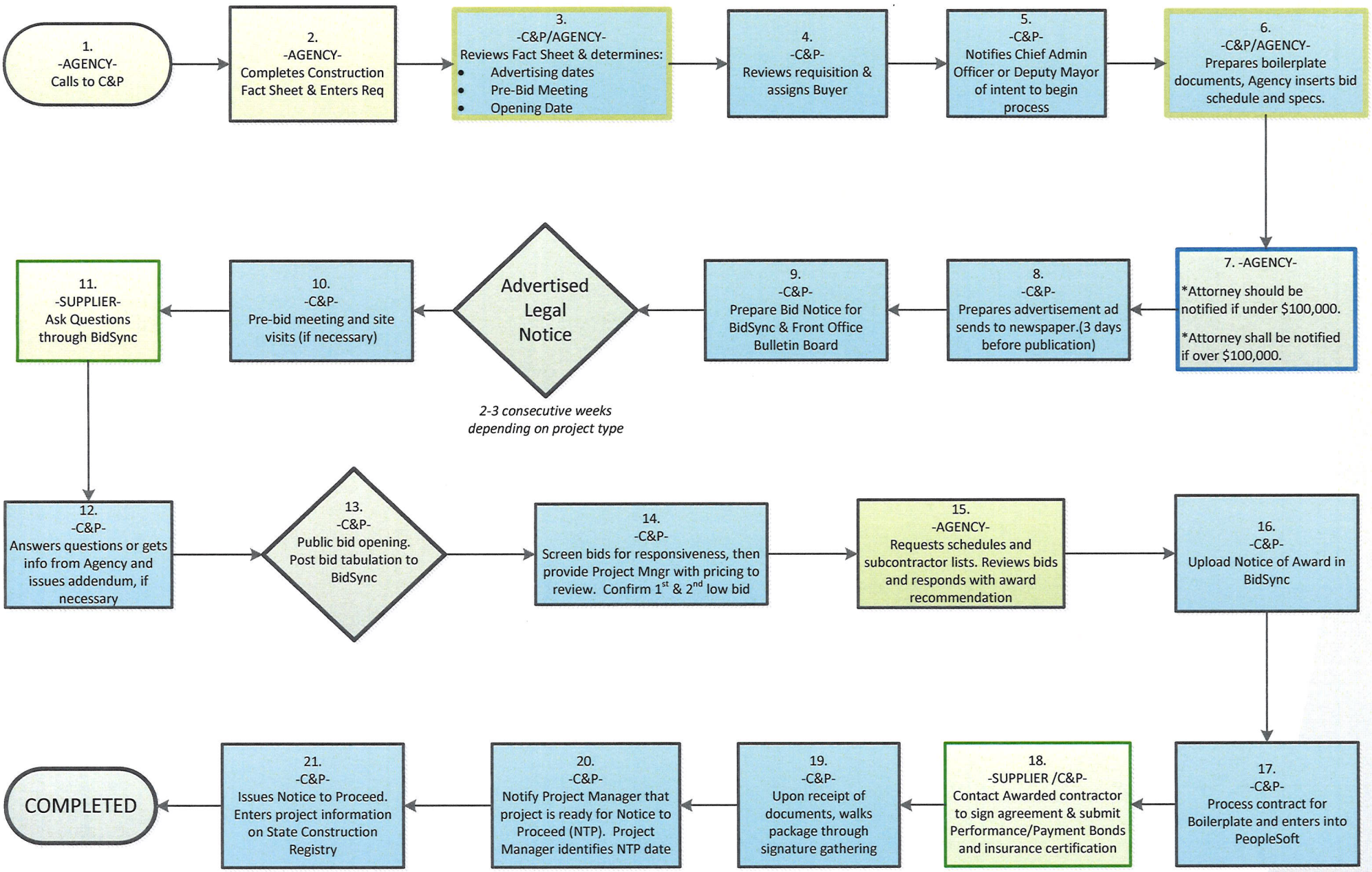
CONSTRUCTION PROCESS FLOWCHART

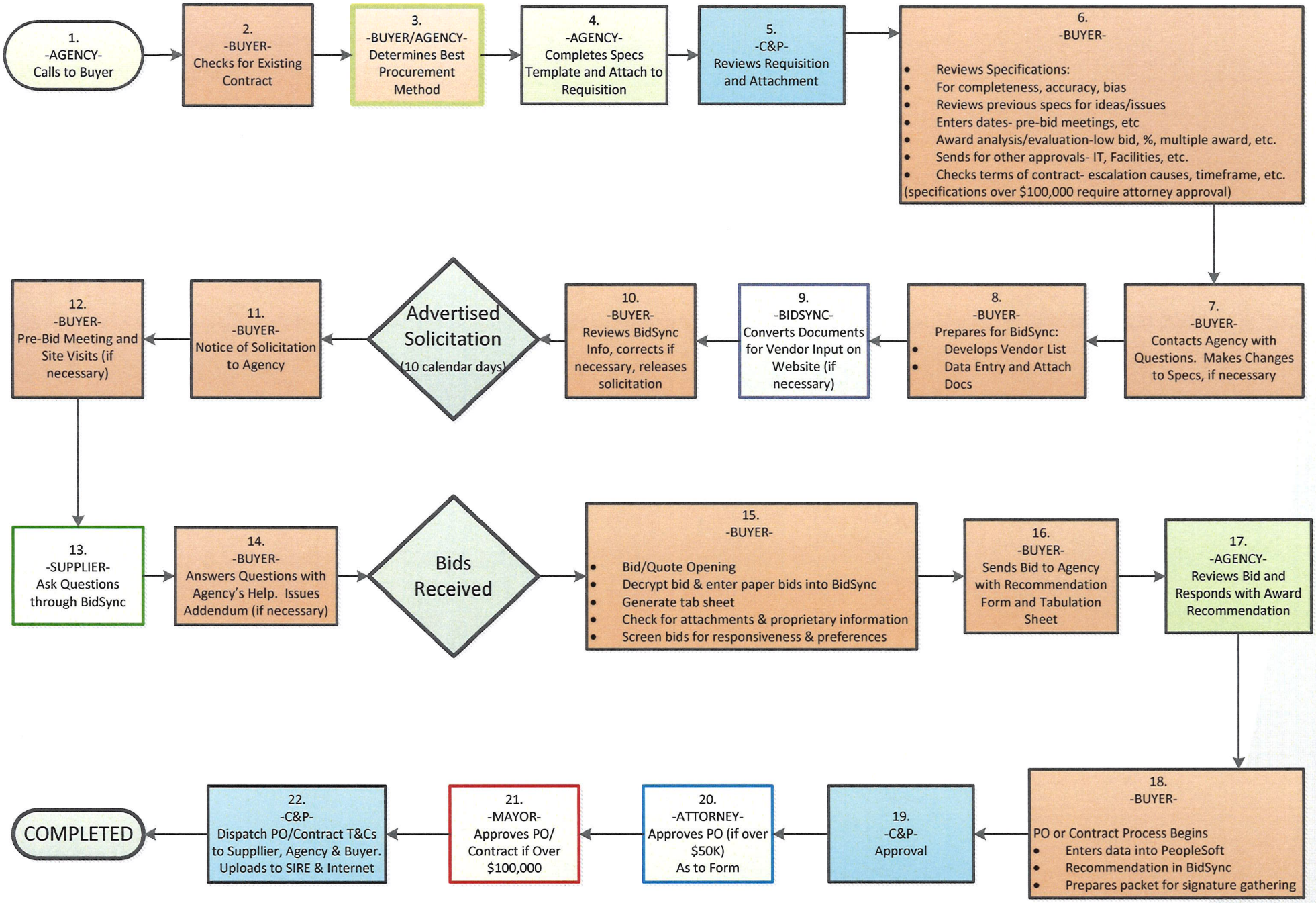
For planning purposes, this process may take up to 6 weeks



Revised 10-2014

PURCHASING PROCESS FLOWCHART (RFB/RFC)

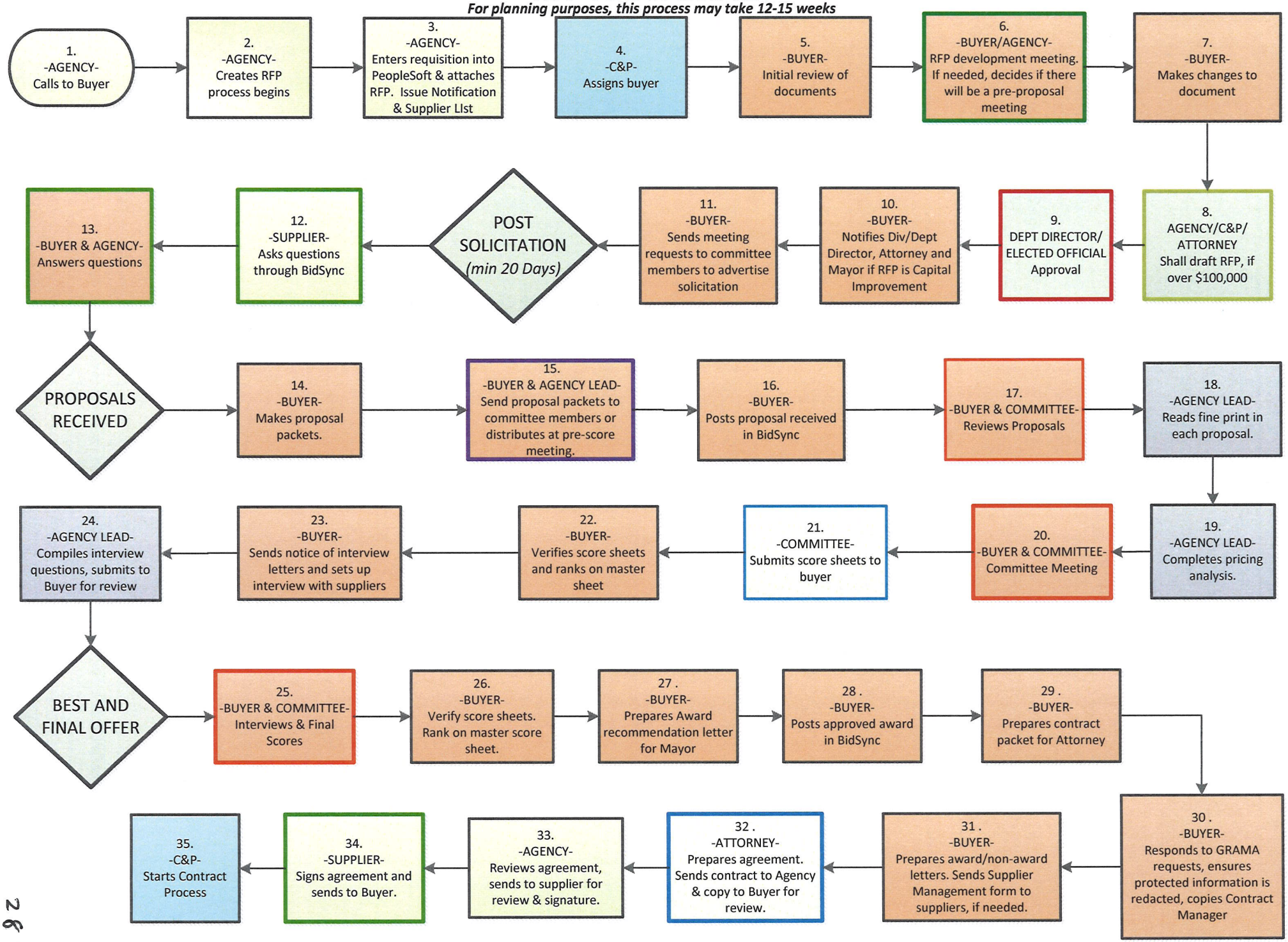
For planning purposes, this process is estimated to take 6 weeks to complete



Revised 10-2014

RFP FLOWCHART

For planning purposes, this process may take 12-15 weeks



Revised 10-2014

Customer Contract Notification Form

SALT LAKE COUNTY
CONTRACTS AND PROCUREMENT

Contract # (if existing) _____

Customer Name _____

Customer ID _____

Please complete and attach the following information to the contract and send to Contracts and Procurement for processing.

Hard Copy of Fully Executed Contract Returned to:

Contact Name _____ Courier Address _____

Special Instructions:

_____

_____

Notice of Approved Contract

Attention to _____ Email _____

Attention to _____ Email _____

Attention to _____ Email _____

Supplier Contract Notification Form

SALT LAKE COUNTY
CONTRACTS AND PROCUREMENT

Contract # (if existing) _____

Supplier Name _____

Supplier ID _____

Please complete and attach the following information to the contract and send to Contracts and Procurement for processing.

Hard Copy of Fully Executed Contract Returned to:

Contact Name _____ Courier Address _____

Special Instructions:

_____

_____

Notice of Approved Contract

Attention to _____ Email _____

Attention to _____ Email _____

Attention to _____ Email _____

Contract Expiration (Must have a PeopleSoft User ID)

Notice of Expiration ☐ 120 days prior ☐ 90 days prior ☐ 60 days prior other _____

Contact Name _____ Contact Email _____

Special Instructions:

_____

_____

Contract Insurance Expiration (Must have a PeopleSoft User ID)

Notice of Expiration ☐ 120 days prior ☐ 90 days prior ☐ 60 days prior other _____

Contact Name _____ Contact Email _____

Special Instructions:

_____

_____

Not-to-Exceed Contracts Only: *Notice of Approaching Limit*

Notify when _____% of contract limit spent.

Contact Name _____ Contact Email _____

SALT LAKE COUNTY

Request for Access to PeopleSoft Purchasing System

Ordinance 3.20.010 Requisition agent authority.

A. Each county agency will request access from Mayor's Financial Administration and the purchasing agent who will act jointly for those employees requiring authorization by their agency to make requests for purchases or other access to the financial and purchasing systems. This request will be made by the agency's division director or designee.

Step 1 (To be completed by the division director or designee)

Name of Employee to be setup: _____ Phone #_____

Email ID: _____ Agency: _____ Department: _____

Check applicable boxes: if both cannot be the same numbers below.

☐ User to be set up as a Requester "SLC_Requester"

☐ User to be set up as an Approver "SLC_ePro_Approver"

List the department name and numbers that the approver will approve. For questions see your Fiscal Manager.

Department Name	Dept. From	Dept. To
Health (example)	*2150000000 (example)*	*2150999999 (example)*

Name of existing user in PeopleSoft to be mirrored _____

List other users the setup person should be able to see and be seen in the system. _____

_____

Approvals

Requesting Agency Division Director or designee (signature) _____ Date_____

When approved, email this form to Information Services (ISSupport@slco.org) and Contracts and Procurement (slco-purchasing@slco.org).

Step 2 (To be completed by ISSupport)

Please set up the above person in the PeopleSoft Purchasing system, with the applicable role(s).

- If box for Requester is checked above then add the "SLC_Requester" role.
- If box for Approver is checked above then add the "SLC_ePro_Approver" role.

When completed, send form to Contracts and Procurement (slco-purchasing@slco.org).

Step 3

Contracts and Procurement will notify the user when the user is set up and will file this request.

Fully Completed

By _____ Date _____