



Expense Contract Training Guide (JOC & Emergency)

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Date Updated: 7/12/2023

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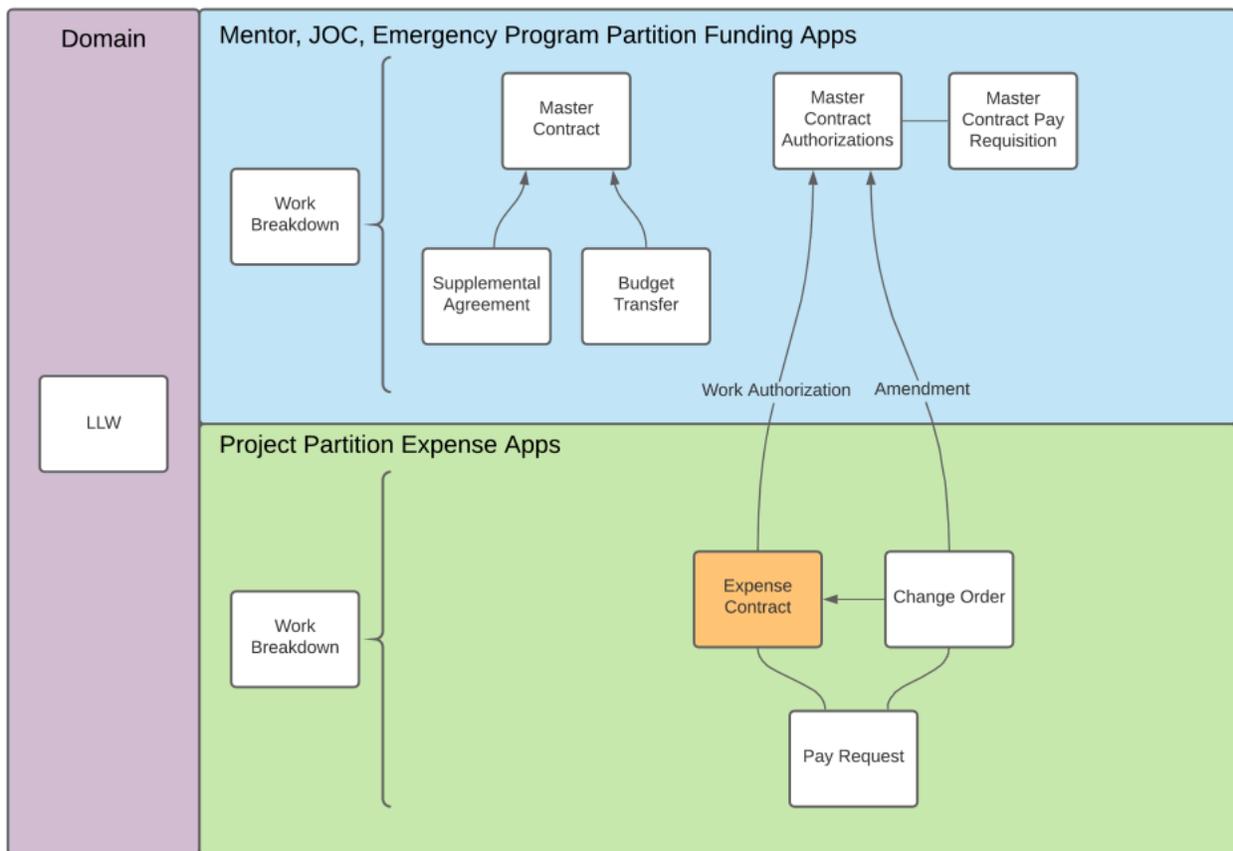
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About

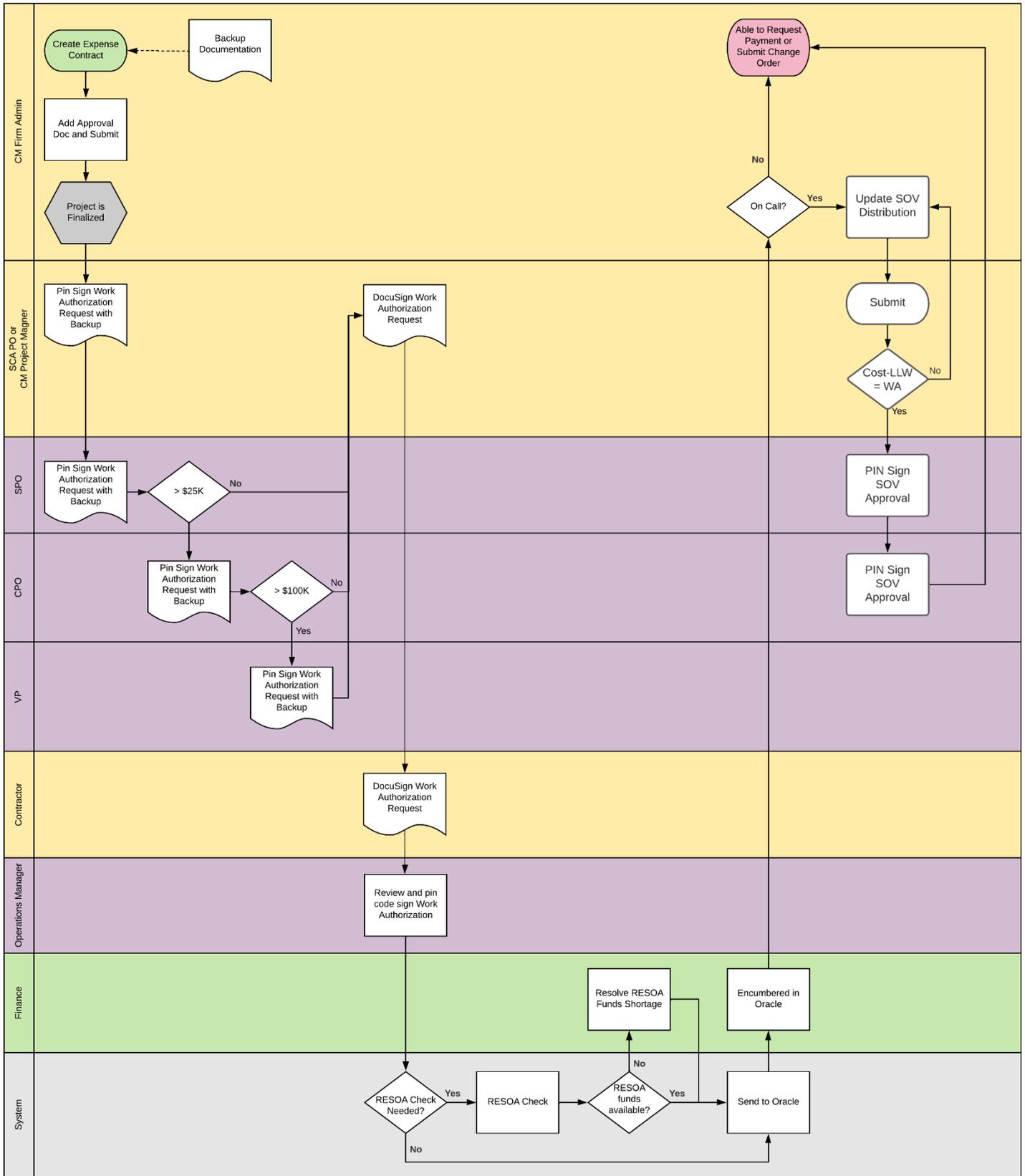
For Construction work, Expense Contracts are agreements between SCA and the GC. In Management contracts, the Expense Contract is between the CM Firm and itself. For self-performed JOC and Emergency Construction and Management, Expense Contracts contain SCA authorized work. A Request for Work Authorization processes Expense Contract cost items for approval and converts to a Work Authorization during the workflow. All cost lines are grouped by Work Type and LLW and copied into Master Contract Authorizations.

Workflow Diagrams

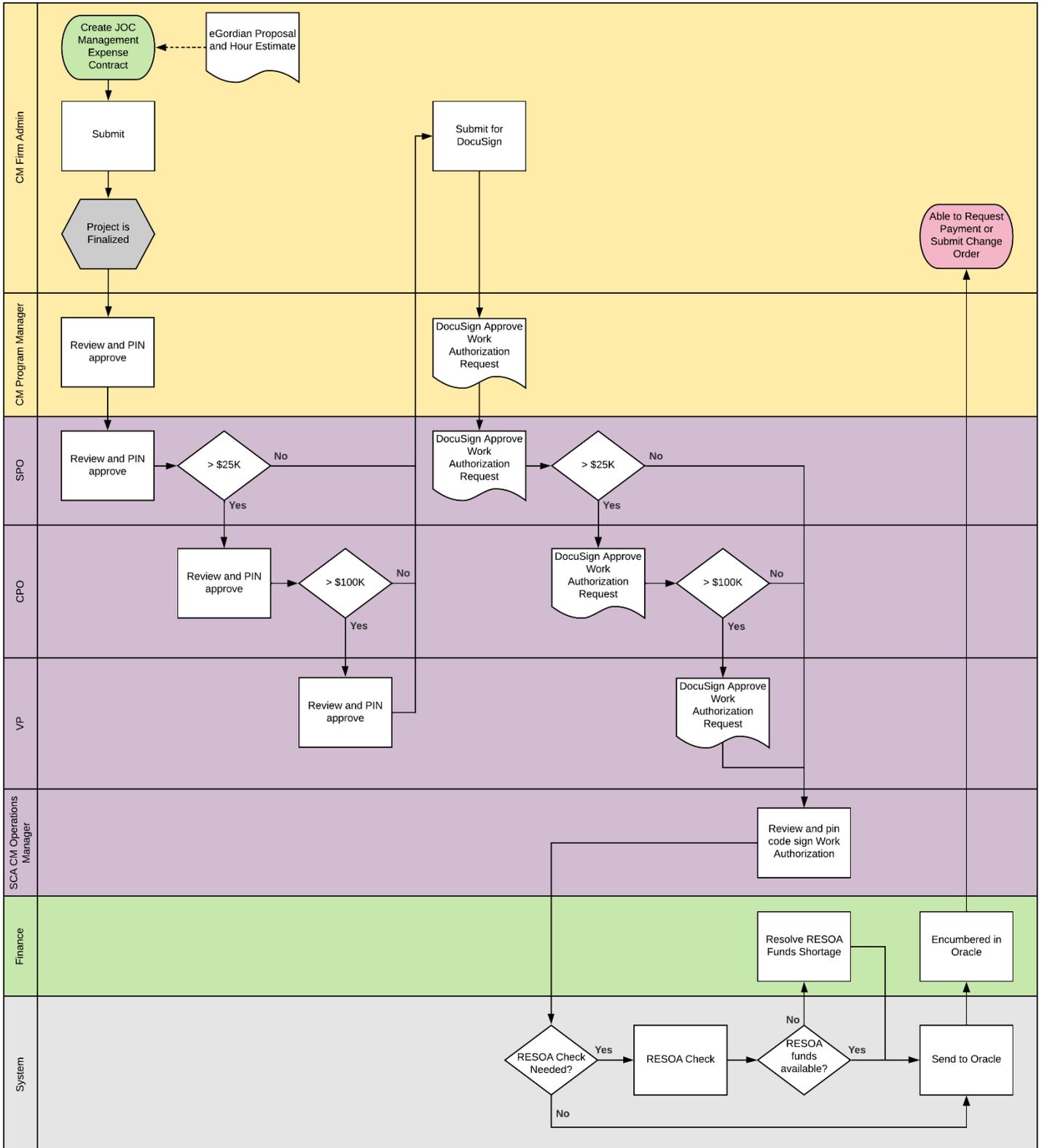
Summary Workflow



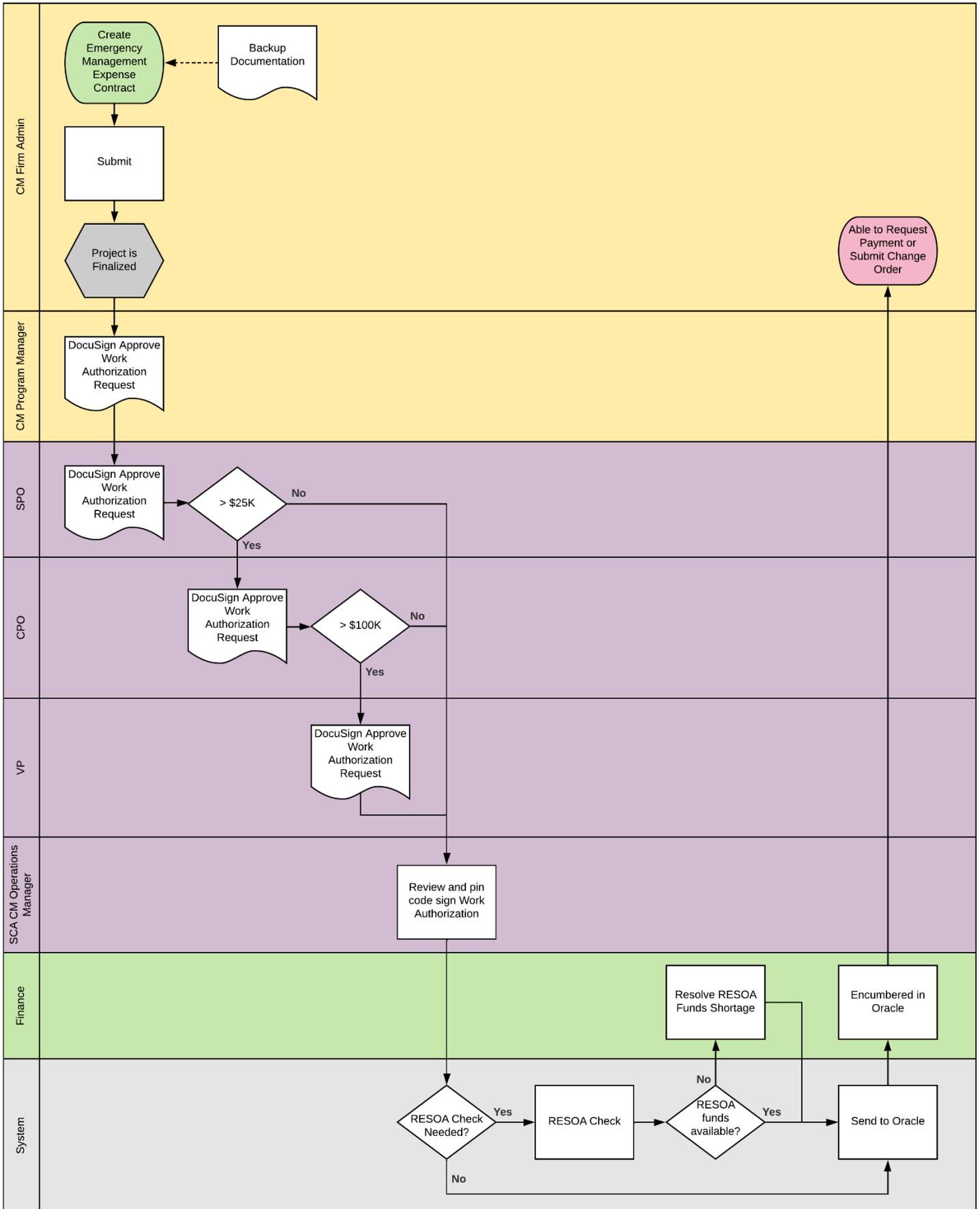
JOC/Emergency Construction Contract Workflow



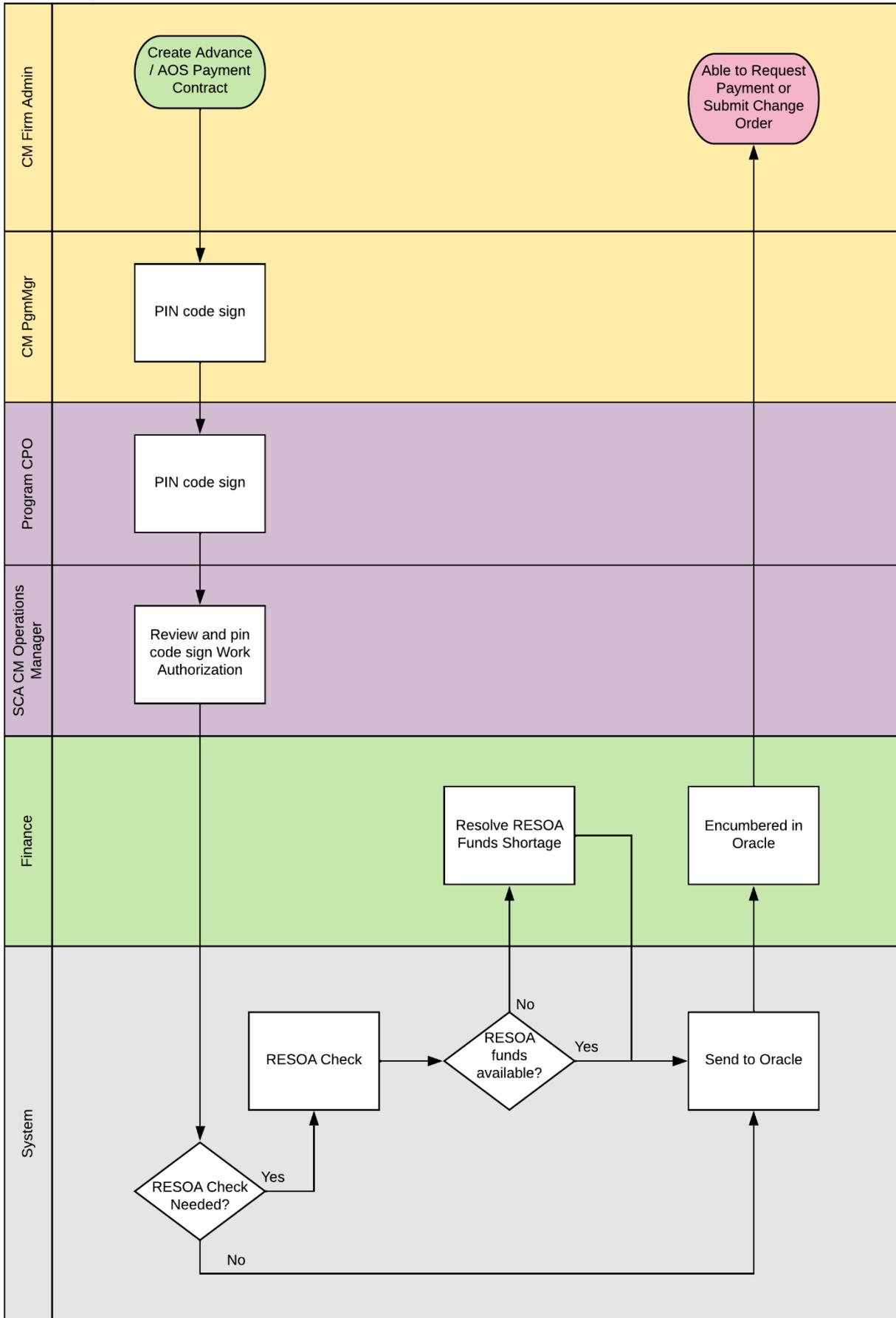
JOC Management Contract Workflow



Emergency Management Contract Workflow



JOC/Emergency AOS and Services Contract Workflow



Process Overview

JOC/Emergency Construction Contract

The CM Firm enters the Expense Contract information, creates the approval document (including the Request for Work Authorization and backup documentation), and submits for approval. The individuals who need to PIN sign the request differs based on the dollar value of the submitted contract.

CM Project Manager → SPO → CPO (*dollar value > \$25K*) → VP (*dollar value > \$100K*)

Afterwards, the CM Project Manager and Contractor will need to DocuSign approve the Request for Work Authorization.

Next, the Operations Manager reviews and PIN code signs the Work Authorization. The System will conduct a RESOA budget check for LLWs flagged with RESOA funding. If RESOA Funds are available, the request is sent to Finance for encumbrance. Once funds are encumbered, the Expense and Master Contracts are available for payment.

In an On Call (Limited Bid) Emergency Expense Contract, the SOV distribution will need to be updated after the Work Authorization has been encumbered. This distribution will be approved by the CM Firm and the SPO.

JOC Management Contract

The following process applies for non-AOS JOC Management Contracts. The CM Firm Admin enters the Expense Contract with backup documentation and submits for review. The individuals who need to PIN sign the request differs based on the dollar value of the submitted contract.

CM Program Manager → SPO → CPO (*dollar value > \$25K*) → VP (*dollar value > \$100K*)

Once the review is complete, the Work Authorization request is submitted to the following actors for DocuSign approval.

CM Program Manager → SPO → CPO (*dollar value > \$25K*) → VP (*dollar value > \$100K*)

Next, the Operations Manager reviews and PIN code signs the Work Authorization. The System will conduct a RESOA budget check for LLWs flagged with RESOA funding. If RESOA Funds are available, the request is sent to Finance for encumbrance. Once funds are encumbered, the Expense and Master Contracts are available for payment.

Emergency Management Contract

The CM Firm enters the Expense Contract information, creates the approval document (including the Request for Work Authorization and backup documentation), and submits for approval. The individuals who need to PIN sign the request differs based on the dollar value of the submitted contract.

CM Project Manager → SPO → CPO (*dollar value > \$25K*) → VP (*dollar value > \$100K*)

Afterwards, the CM Project Manager and Contractor will need to DocuSign approve the Request for Work Authorization.

Next, the Operations Manager reviews and PIN code signs the Work Authorization. The System will conduct a RESOA budget check for LLWs flagged with RESOA funding. If RESOA Funds are available, the request is sent to Finance for encumbrance. Once funds are encumbered, the Expense and Master Contracts are available for payment.

JOC/Emergency AOS or Services Contract

The CM Firm Admin enters and submits the AOS or Services Expense Contract information. The CM Program Manager and Program CPO PIN sign the Request for Work Authorization.

Next, the Operations Manager reviews and PIN code signs the Work Authorization. The System will conduct a RESOA budget check for LLWs flagged with RESOA funding. If RESOA Funds are available, the request is sent to Finance for encumbrance. Once funds are encumbered, the Expense and Master Contracts are available for payment.

Step-by-Step Instructions

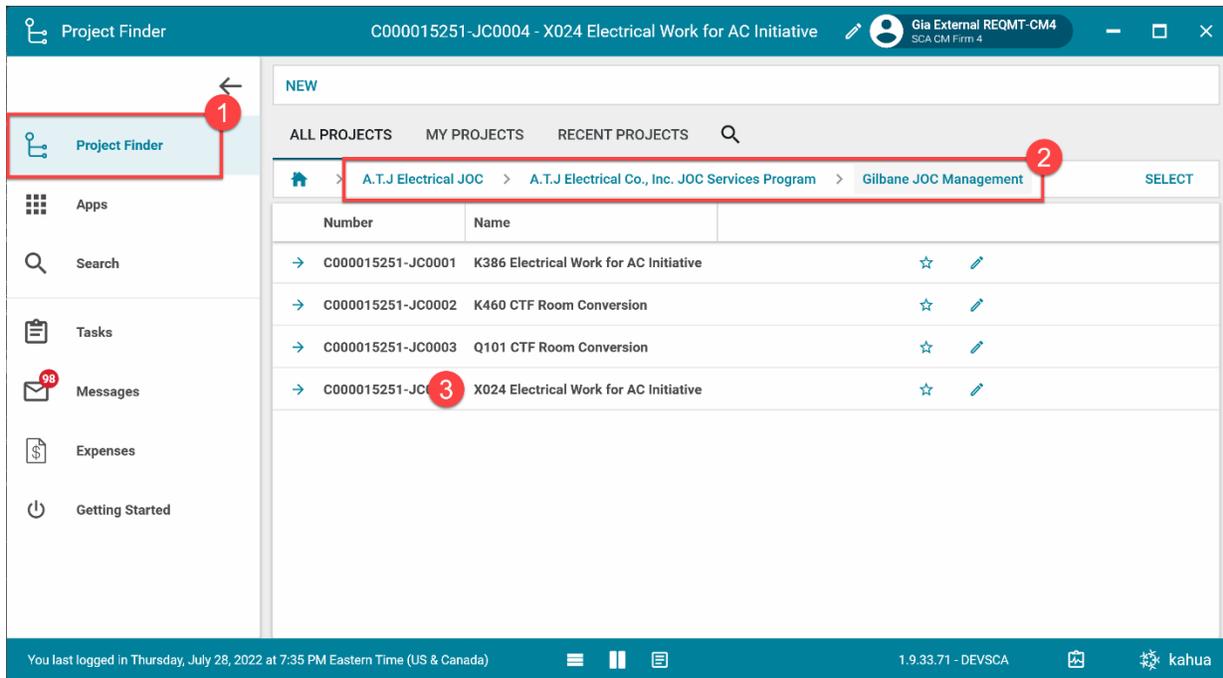
JOC/Emergency Construction Contract

Create Construction Contract with Backup Documentation

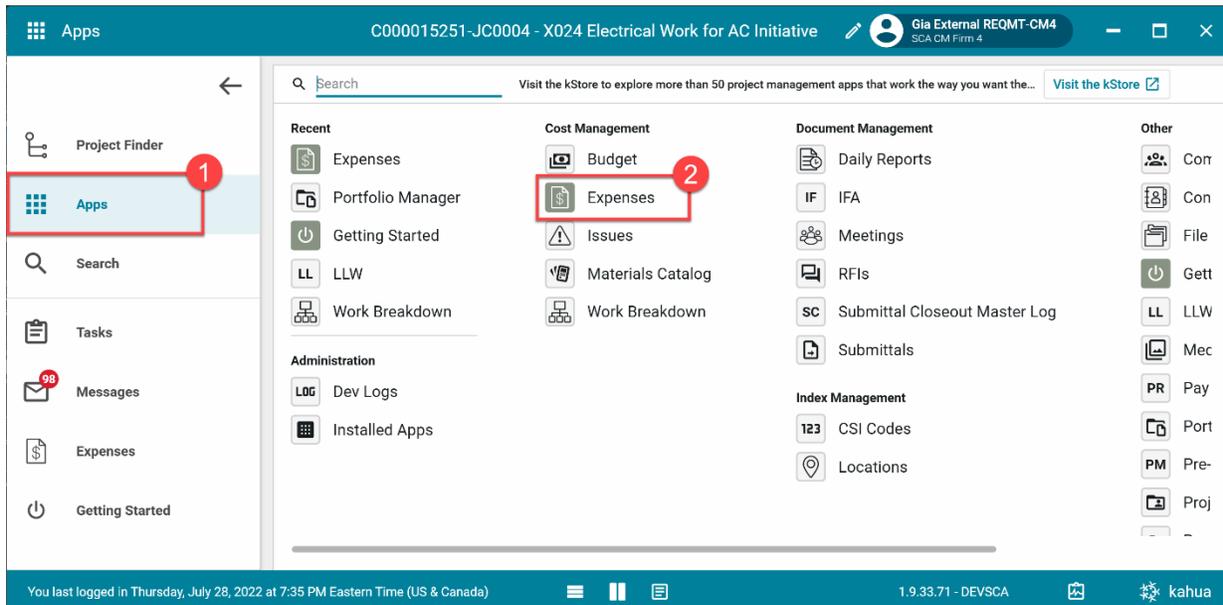
Role	Preceding Steps	Outcome
CM Firm	Contract information is known. Work Breakdown is entered at Program and Subproject level.	The Expense Contract is created.

Steps

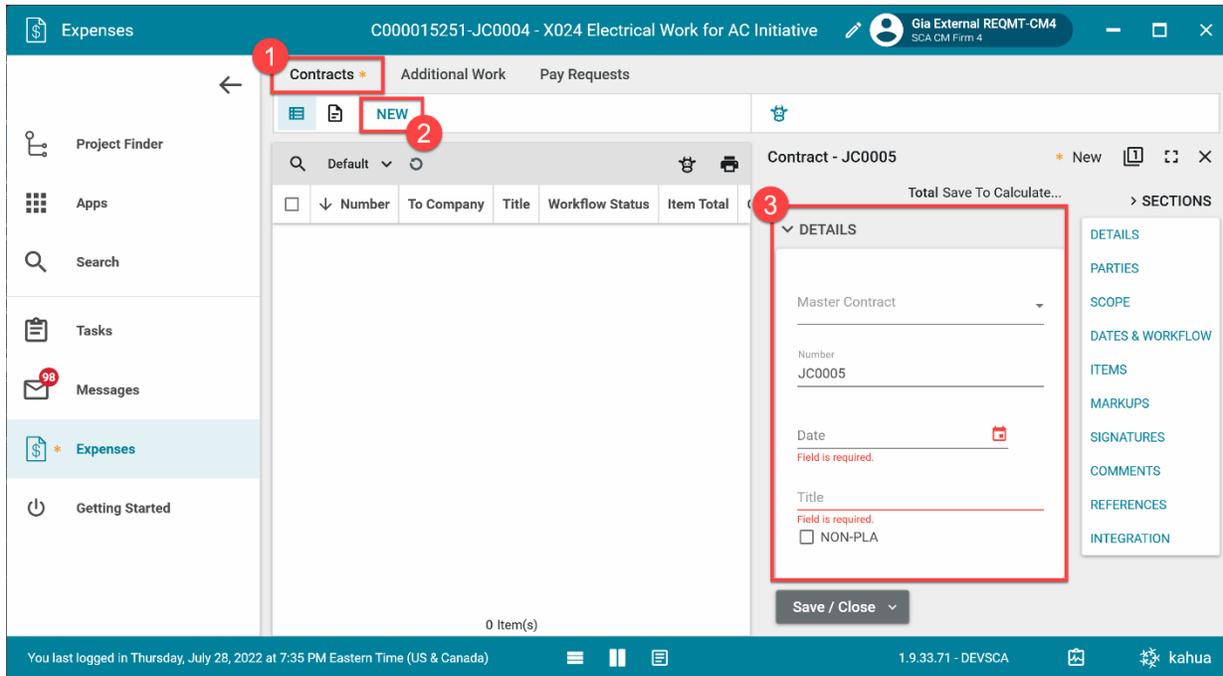
1. Go to 'Project Finder' > Navigate to desired partition > Select desired Subproject



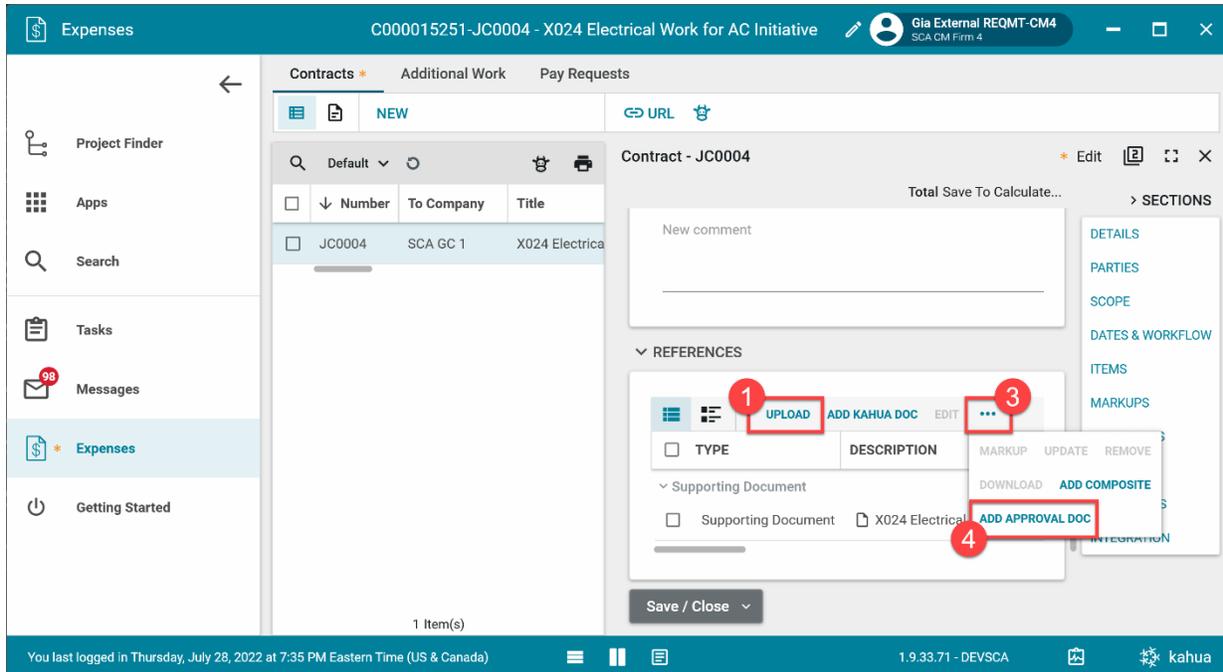
2. Go to 'Apps' > Select 'Expenses' App



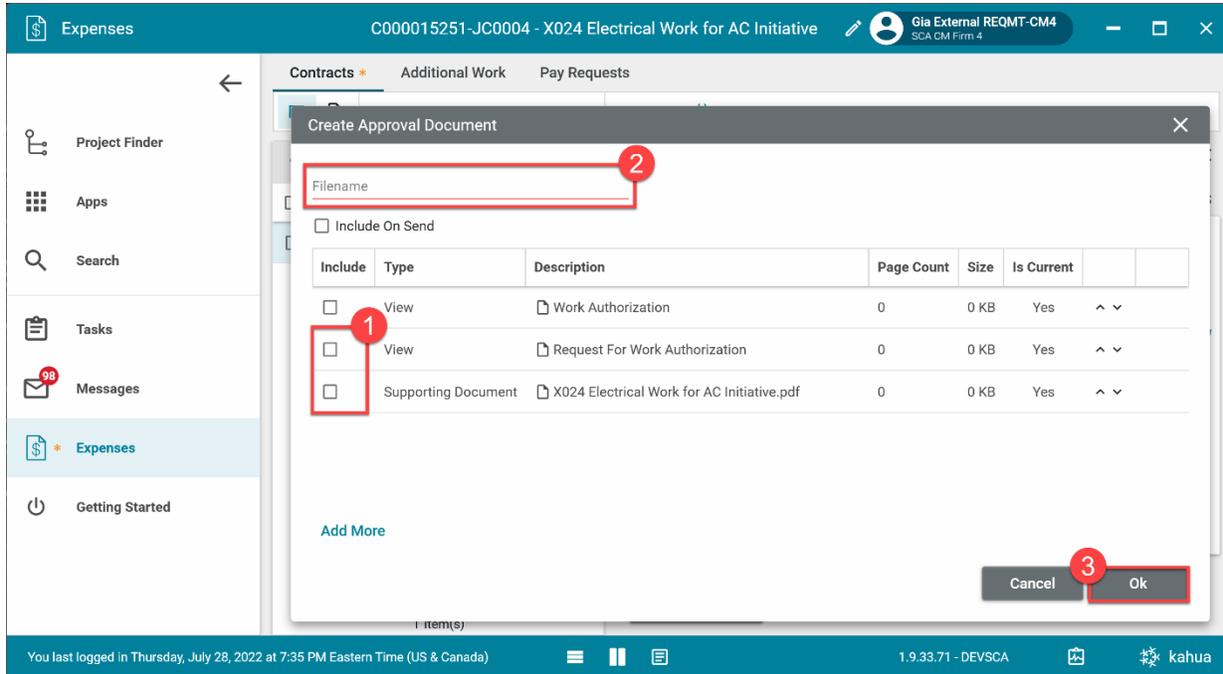
3. Select the 'Expense Contract' tab > Click 'New' > Enter required fields including the Details, Parties, Dates, and Items



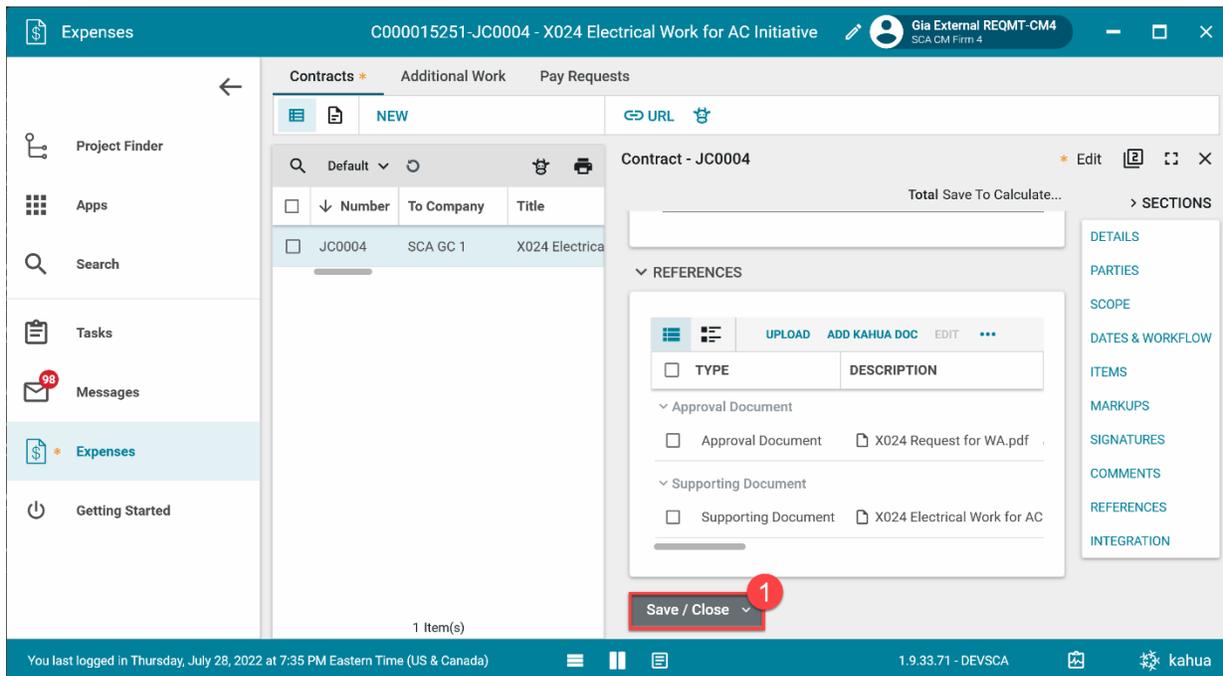
4. In the references section, select 'Upload' > Select the backup documentation to upload > Select '...' > Select 'Add Approval Doc'



5. Select the documents that will be sent to be signed using the checkboxes > Enter a filename > Click 'OK'



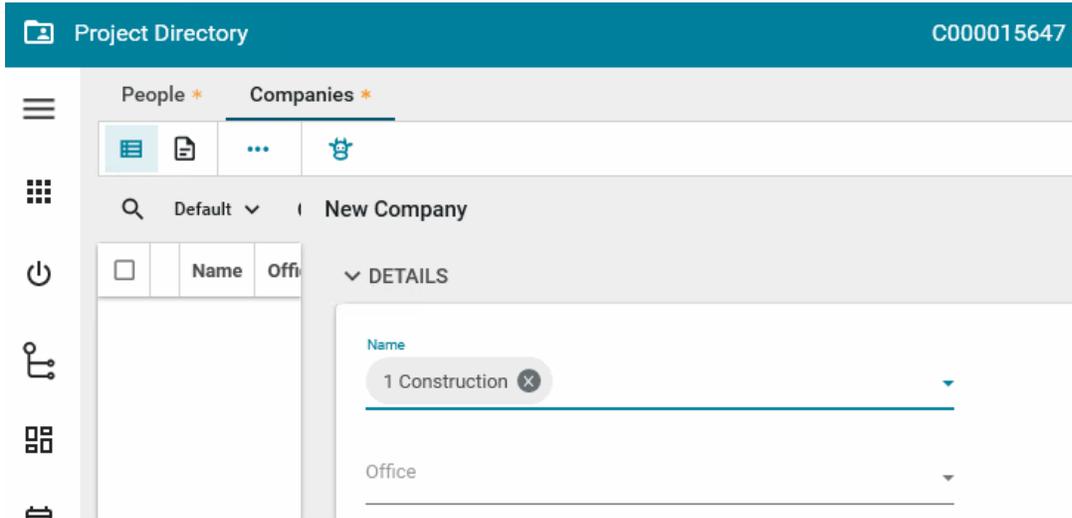
6. Select 'Save / Close'



Steps for Adding Multiple Contractors to a Contract (Temporary)

These steps allow you to track multiple contractors in CAMP (temporary solution). This applies to any Emergency project where the CM is contracting directly with the contractor(s) (first-level contracts only, subcontractor info is not required). It does not apply to when the CM is managing work for an SCA contractor (e.g., Security and Sidewalk Bridge).

1. Go to Apps> **Project Directory**.
2. Select the **Companies** tab.
3. Click **New**. Add all contractors (and also your own company) in each project:



4. Go to Apps> Expenses> **Contracts**.
5. Create one line per LLW – Contractor combination. Enter Contractor name in the line-item description. **Example:** Showing one LLW and two Contractors:

▼ ITEMS

Status Draft

Items Include Quantity

Insert 1 item(s)

<input type="checkbox"/>	<input type="checkbox"/>		COST CODE	DESC	CSI CODE	STATUS	TOTAL
<input type="checkbox"/>	<input type="checkbox"/>	01	* 2112-125902-3A1 X142 FY21 RESO A TECHNOLOGY UPGRADE	* Emergency Work Description (Contractor 1)		Draft	\$ 75.00
<input type="checkbox"/>	<input type="checkbox"/>	02	* 2112-125902-3A1 X142 FY21 RESO A TECHNOLOGY UPGRADE	* Emergency Work Description (Contractor 2)		Draft	\$ 25.00

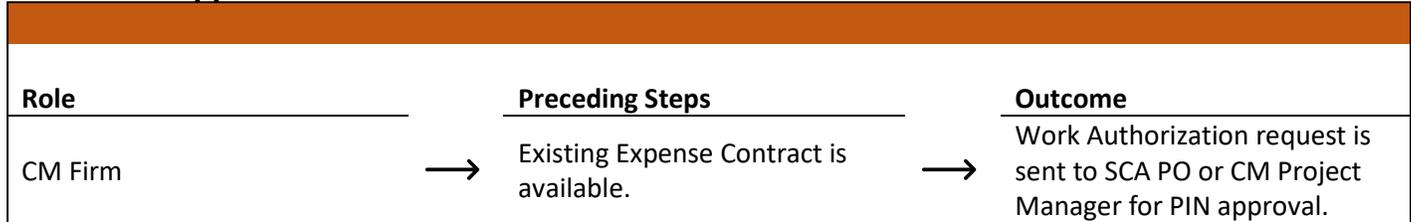
6. Apps> Expenses> **Additional Work:** Same as Expense Contracts above
7. Apps> Expenses> **Pay Requests:** SOV Line Items will be created automatically based on Contract and Additional Work items. Enter requested pay amounts by Contractor:

▼ ITEMS

Status Open

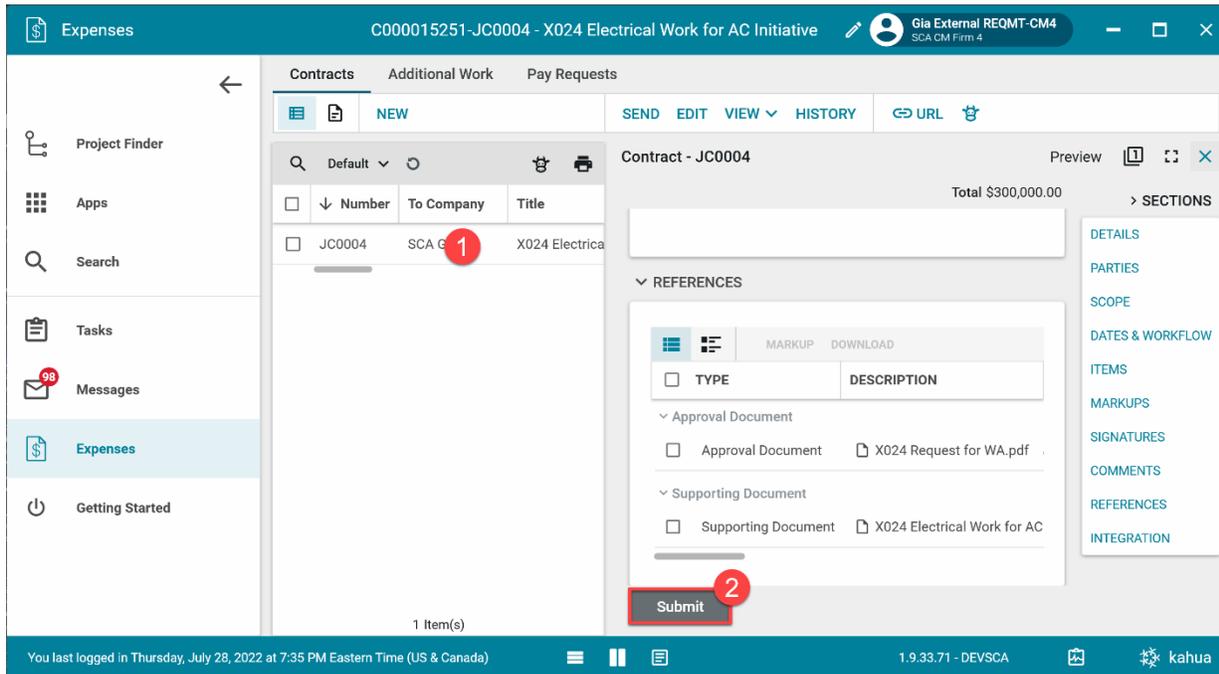
<input type="checkbox"/>	<input type="checkbox"/>	Source Number	Cost Code	DESCRIPTION	SCHEDULED VALUE	PREVIOUS WORK COMPLETED	WORK COMPLETED THIS PERIOD
<input type="checkbox"/>	<input type="checkbox"/>	01	2112-125902-3A1	Emergency Work Description (Contractor 1)	\$75.00	\$0.00	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	02	2112-125902-3A1	Emergency Work Description (Contractor 2)	\$25.00	\$0.00	\$ _____

Submit for Approval



Step

Select the expense contract > Click 'Submit for Approval'

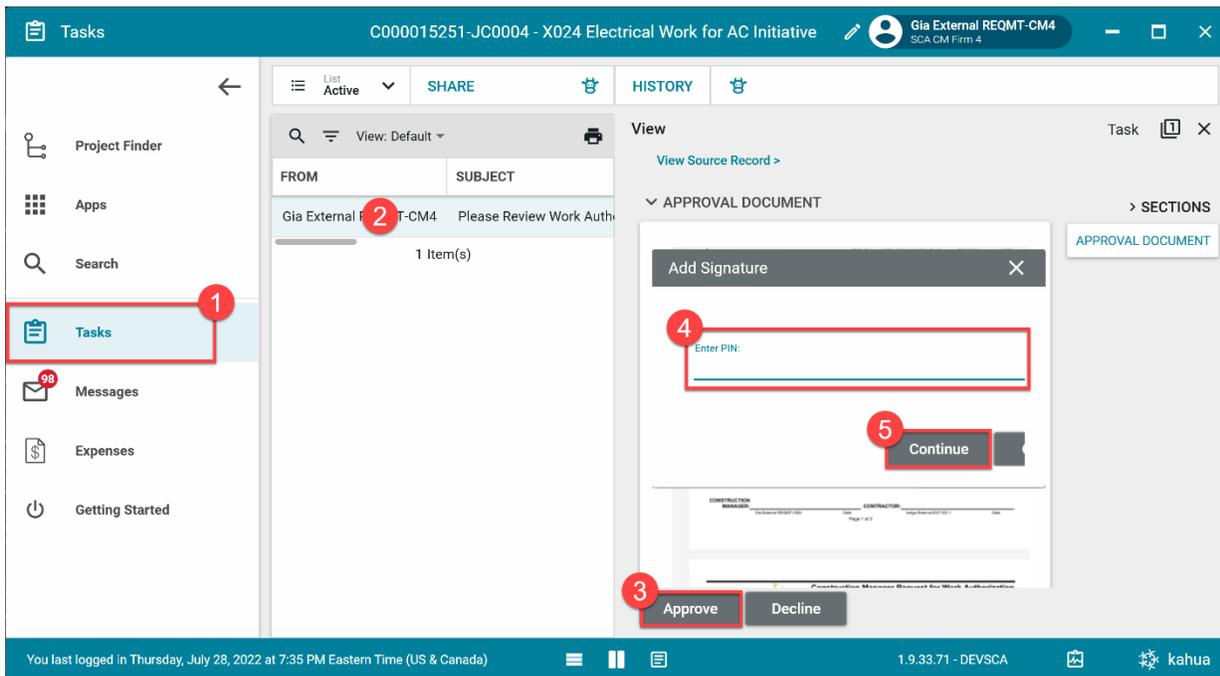


PIN Sign Work Authorization Request – SCA PO/CM Project Manager

Role	Preceding Steps	Outcome
PO	Work Authorization request has been submitted. The subproject has a Project Officer in the roster.	Work Authorization request is sent to SPO for PIN approval.
CM Project Manager	Work Authorization request has been submitted. The subproject has a CM Project Manager in the roster.	

Step

Go to 'Tasks' > Click the PIN sign task > Click 'Approve' button > Enter Pin Code > Click 'Continue'

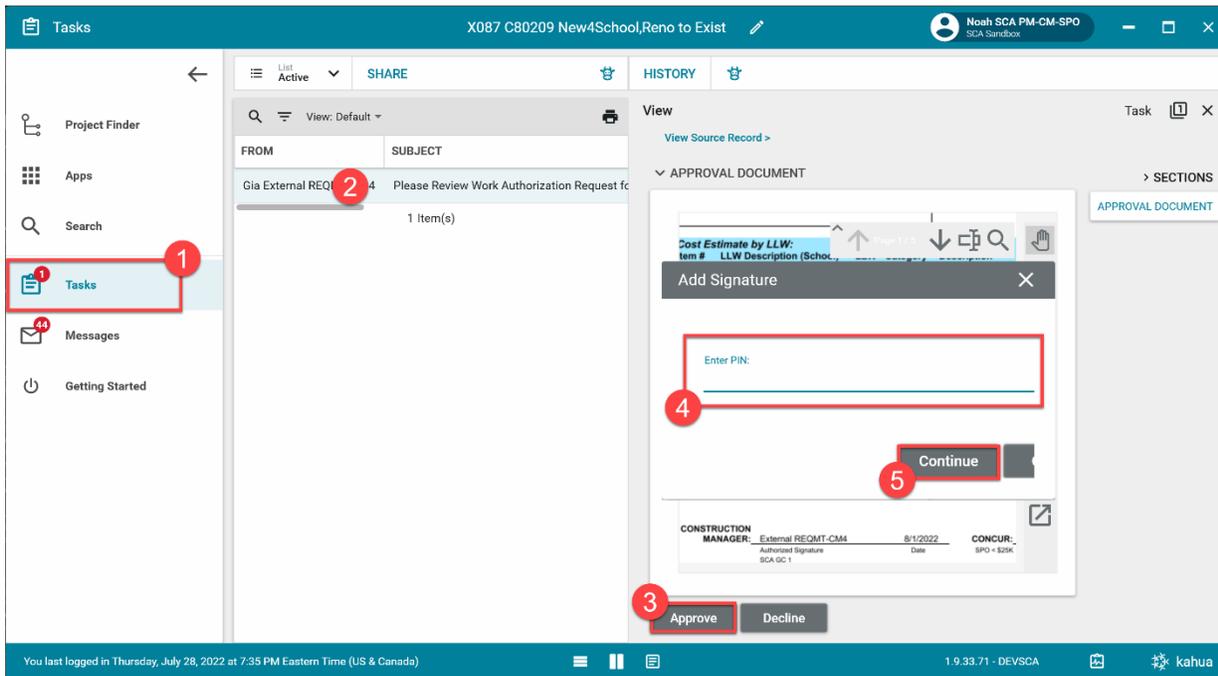


PIN Sign Work Authorization Request – SPO, CPO, VP

Role	Preceding Steps	Outcome
Order: SPO > CPO > VP CPO only signs if amount is greater than \$25K. VP only signs if amount is greater than \$100K.	Work Authorization request has been reviewed and PIN approved by the SCA PO or CM Project Manager.	The Work Authorization request is PIN signed. The SCA PO or CM Project Manager are sent an email to DocuSign the Work Authorization request.

Step

Go to 'Tasks' > Click the PIN sign task > Click 'Approve' button > Enter Pin Code > Click 'Continue'



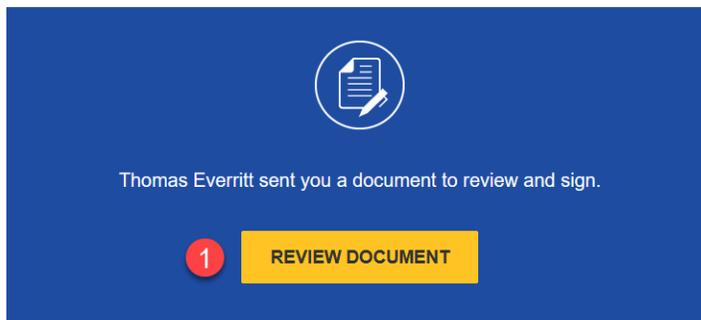
DocuSign Work Authorization Request – SCA PO/CM Project Manager

Role	Preceding Steps	Outcome
SCA PO	→ The Work Authorization request has been PIN signed. The subproject has a Project Officer in the roster.	→
CM Project Manager	→ The Work Authorization request has been PIN signed. The subproject has a CM Project Manager in the roster.	→ Work Authorization request is sent to Contractor for DocuSign signature.

Steps

1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign



2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click the 'Adopt and Sign' button
3. Select the DocuSign signature buttons on top left > Sign and date the document > Select 'Finish'

Finish to send the completed document.

3 FINISH OTHER ACTIONS ▾

1 FIELDS

- Signature
- Initial
- Stamp
- Date Signed

New York, NY12345 CPO: Donna SCA PM-CM-CPO Start Date: 6/1/2022
Forecast Completion Date: 11/1/2022
Duration (Calendar Days): 153

Cost Estimate by LLW:		Work Type -	Amount
Item #	LLW Description (School)	LLW - Category	Distributed
01	X024	2112-126786-1E6	X024 ELECTRICAL WORK FOR A/C INITIATIVE
Total:			\$300,000.00
Contract Total:			\$300,000.00

Justification and Scope of Work to be Performed:
Scope of Work:

Attachments:
SUPPORTING DOCUMENTATION SHOWING AUTHORIZATION TO PROCEED WITH THIS WORK INCLUDING AN NTP DATE SHOULD BE ATTACHED.
X024 Electrical Work for AC Initiative.pdf
RTAJE
X024 Request for WA.pdf

Signatures:
PERSON RESPONSIBLE FOR THE MONITORING OF WORK TO BE PERFORMED AND WHO WILL REVIEW ALL INVOICES ASSOCIATED WITH THIS WORK:

CONSTRUCTION MANAGER: External REQMT-CM4 Authorized Signature SCA GC 1	8/1/2022 Date	CONCUR: Senior Project Officer SPO < \$25K Noah SCA PM-CM-SPO	8/1/2022 Date
CONCUR: PO (if Applicable)	Date	CONCUR: CPO Officer CPO < \$100K Donna SCA PM-CM-CPO	8/1/2022 Date
		CONCUR: VP > \$100K Ryan SCA PM-CM-VP	Date

2

DocuSigned by:
Gla External REQMT-CM4 8/1/2022
CONSTRUCTION MANAGER: 43112805008487
Gla External REQMT-CM4 Date
CONTRACTOR: Indigo External EXT-GC-1 Date

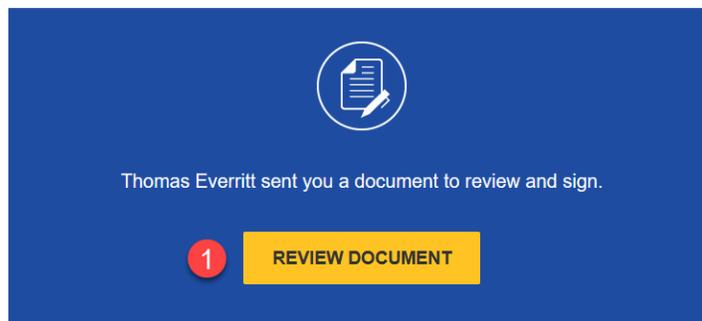
DocuSign Work Authorization Request – Contractor

Role	Preceding Steps	Outcome
GC	→ Work Authorization request is DocuSign approved by the PO/CM Project Manager.	→ Work Authorization is sent to the Operations Manager to be PIN signed.

Steps

- Go to email account > Select email > Click 'Review Document' button in email

DocuSign



- Click 'Continue' button. Note. For First Time using DocuSign:
 - Check 'I agree to use electronic records and signatures' box
 - Select desired signature details
 - Click the 'Adopt and Sign' button
- Select the DocuSign signature buttons on top left > Sign and date the document > Select 'Finish'

ct Finish to send the completed document.

3 FINISH OTHER ACTIONS ▾

1

2

Forecast Completion Date: 11/1/2022
Duration (Calendar Days): 153

Cost Estimate by LLW:	Work Type - LLW - Category	Description	Amount Distributed
01 X024	X024	X024 ELECTRICAL WORK FOR A/C INITIATIVE	\$300,000.00
Contract Total:			\$300,000.00

Justification and Scope of Work to be Performed:
Scope of Work:

Attachments:
SUPPORTING DOCUMENTATION SHOWING AUTHORIZATION TO PROCEED WITH THIS WORK INCLUDING AN NTP DATE SHOULD BE ATTACHED.
X024 Electrical Work for AC Initiative.pdf
RTAJE
X024 Request for WA.pdf

Signatures:
PERSON RESPONSIBLE FOR THE MONITORING OF WORK TO BE PERFORMED AND WHO WILL REVIEW ALL INVOICES ASSOCIATED WITH THIS WORK:

CONSTRUCTION MANAGER: External REQMT-CM4 8/1/2022
Authorized Signature SCA GC 1

CONCUR: Senior Project Officer SPO - \$25K Noah SCA PM-CM-SPO 8/1/2022
Date

CONCUR: CPO Officer CPO - \$100K Donna SCA PM-CM-CPO 8/1/2022
Date

CONCUR: VP - \$100K Ryan SCA PM-CM-VP 8/1/2022
Date

CONSTRUCTION MANAGER: DocuSigned by: Gia External REQMT-CM4 8/1/2022
Date

CONTRACTOR: DocuSigned by: Indigo External EXT-GC-1 8/1/2022
Date

Page 1 of 2

Review and PIN Sign Work Authorization



Step

Go to 'Tasks' > Click the 'Operations Manager Signature Task' > Select 'Approve' > Enter PIN > Click 'Continue'

Tasks SCA UAT Operations Manager SCA Sandbox

1

2

3

4

5

View

View Source Record >

APPROVAL DOCUMENT

SECTIONS

Add Signature

Enter PIN:

Continue Cancel

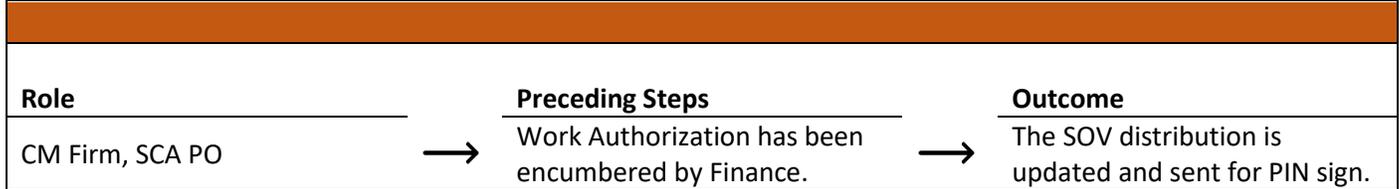
Approve Decline

You last logged in Thursday, July 28, 2022 at 7:32 PM Eastern Time (US & Canada) 1.9.33.71 - DEVSCA kahua

Emergency Construction On Call (Limited Bid) Contract

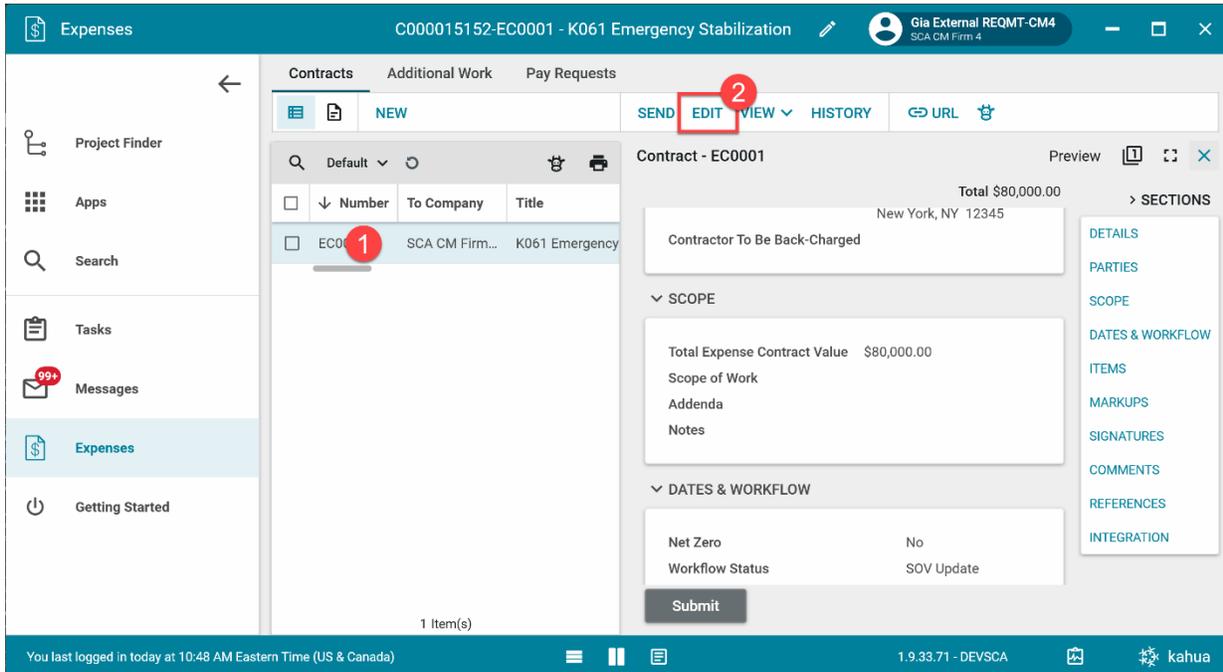
In the case of an On Call (Limited Bid) construction contract, the SOV distribution needs to be updated after encumbrance in Oracle. The following steps will occur after the steps described in JOC/Emergency Construction Contract and the Work Authorization is encumbered in Oracle.

Edit SOV Distribution – CM Firm

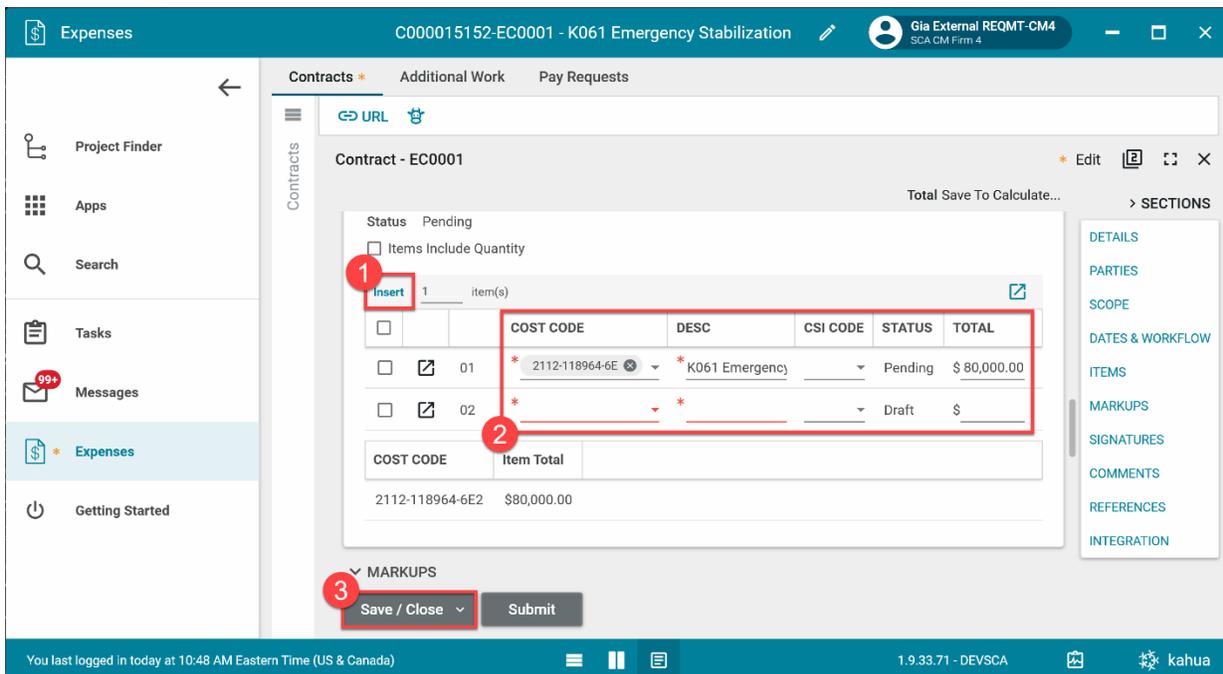


Steps

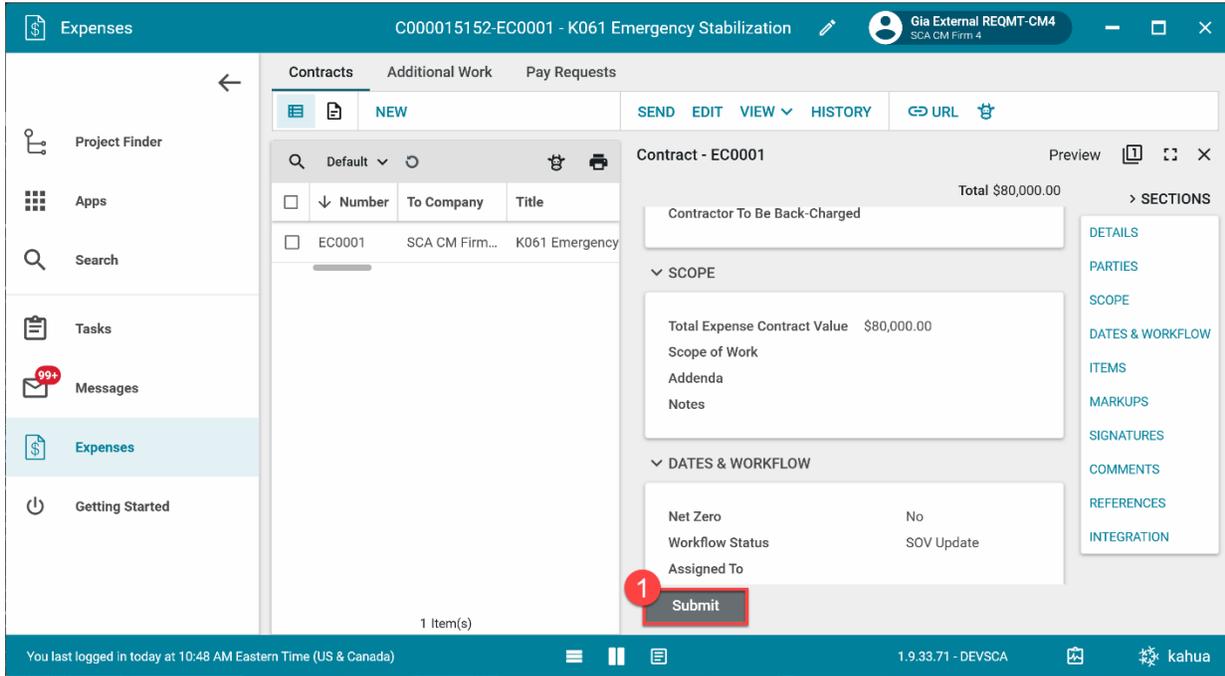
1. In the 'Expenses' app, select desired expense contract > Click 'Edit'



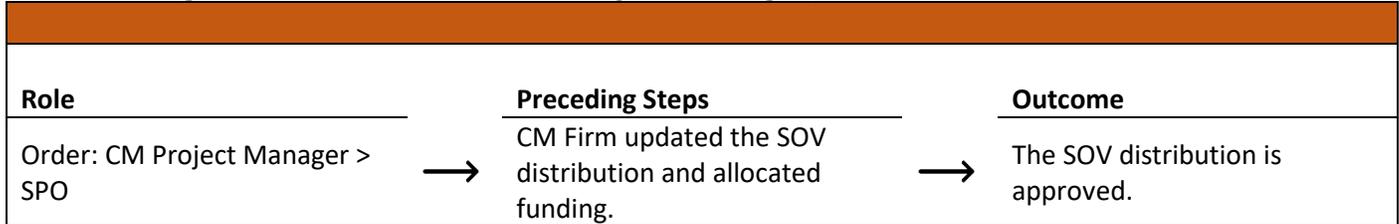
2. Click 'Insert' under Items Section to add new rows > Modify the total value for each row > Select 'Save/Close'



3. Select 'Submit'

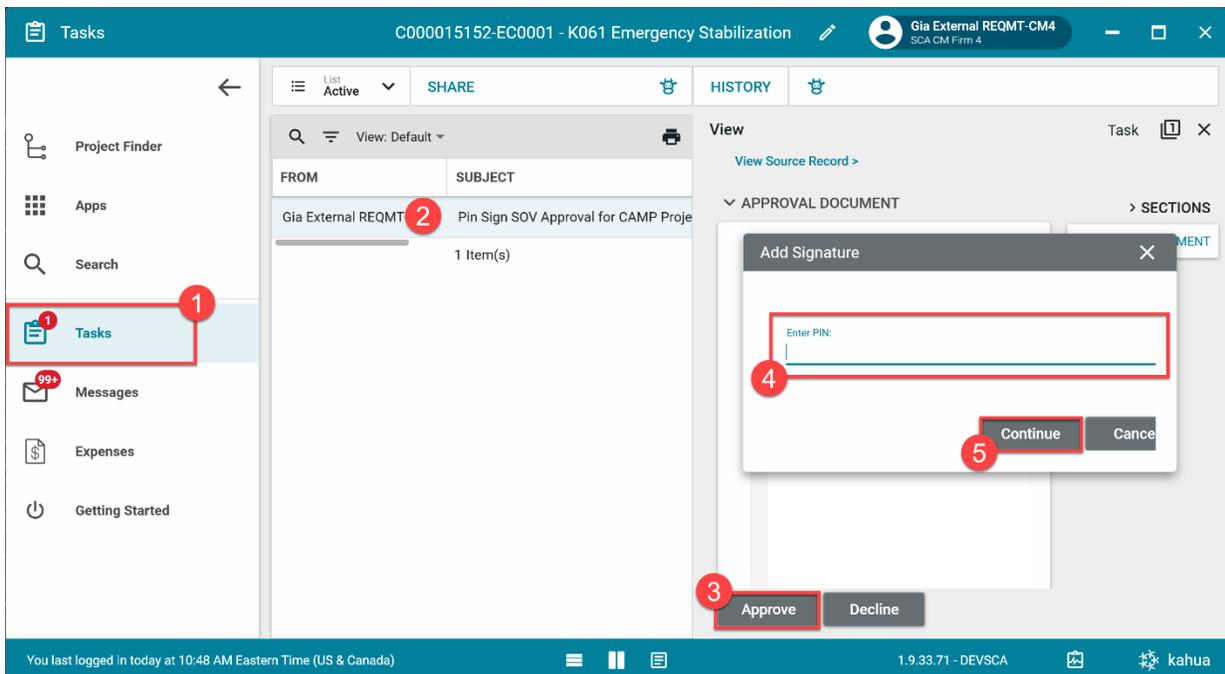


PIN Code Sign SOV Distribution – CM Project Manager, SPO



Step

Select 'Tasks' > Select SOV regarding task > Select 'Approve' > Type PIN > Click 'Continue'



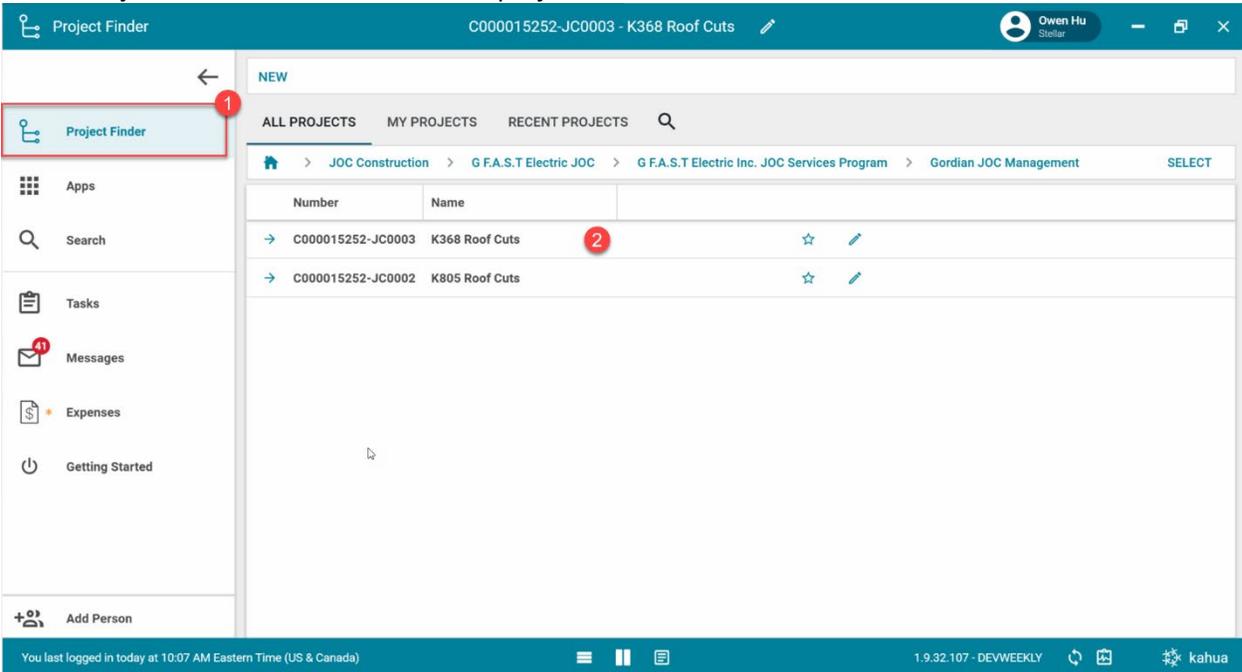
JOC Management Contract

Create JOC Management Contract with Backup Documentation

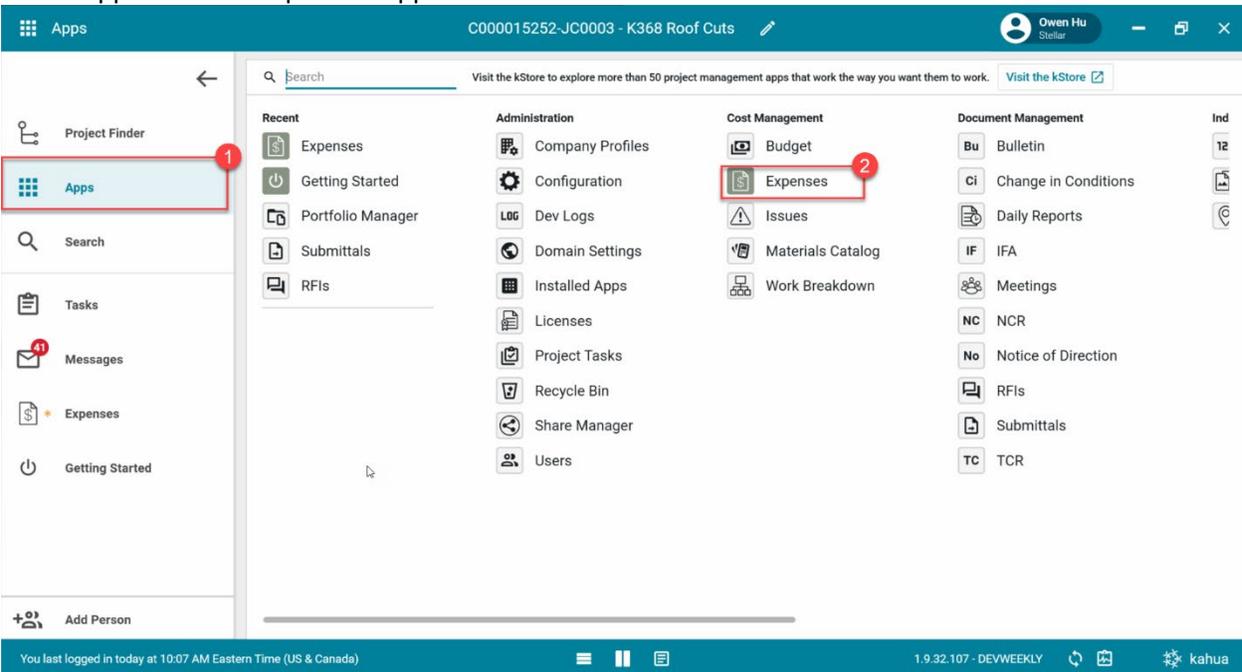
Role	Preceding Steps	Outcome
CM Firm	Expense Contract information is known. Work Breakdown is entered at Program and Subproject level.	The Expense Contract is created.

Steps

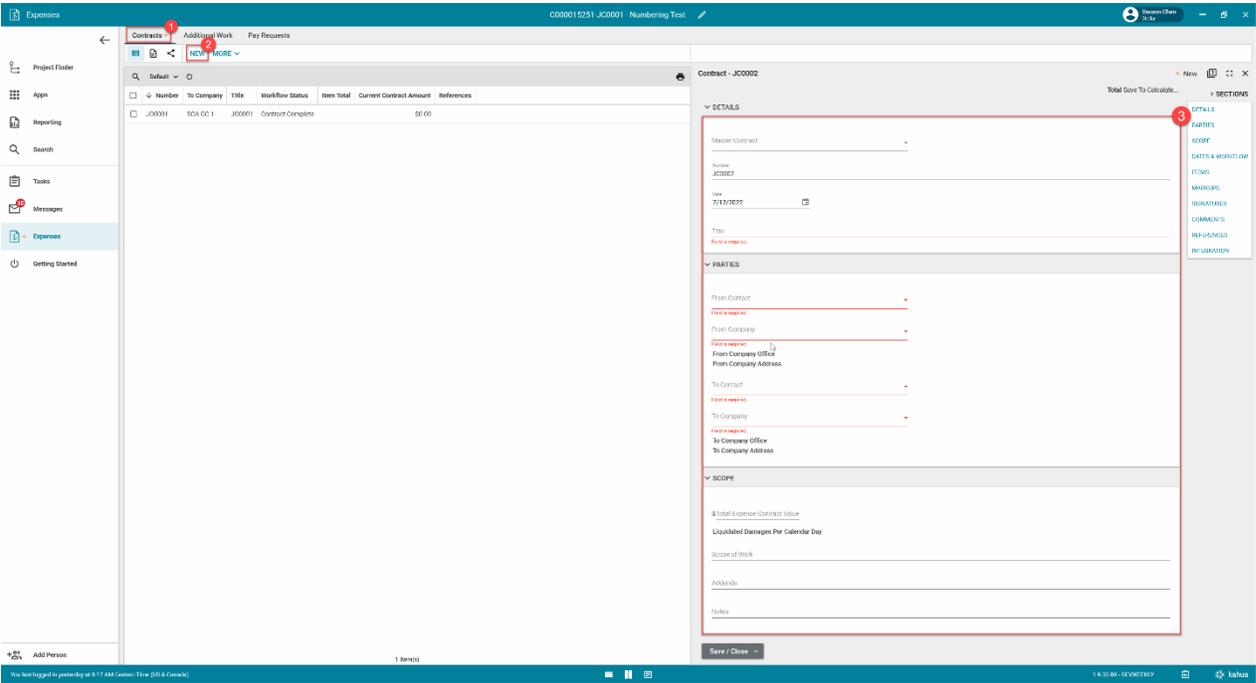
1. Go to 'Project Finder' > Select desired Subproject



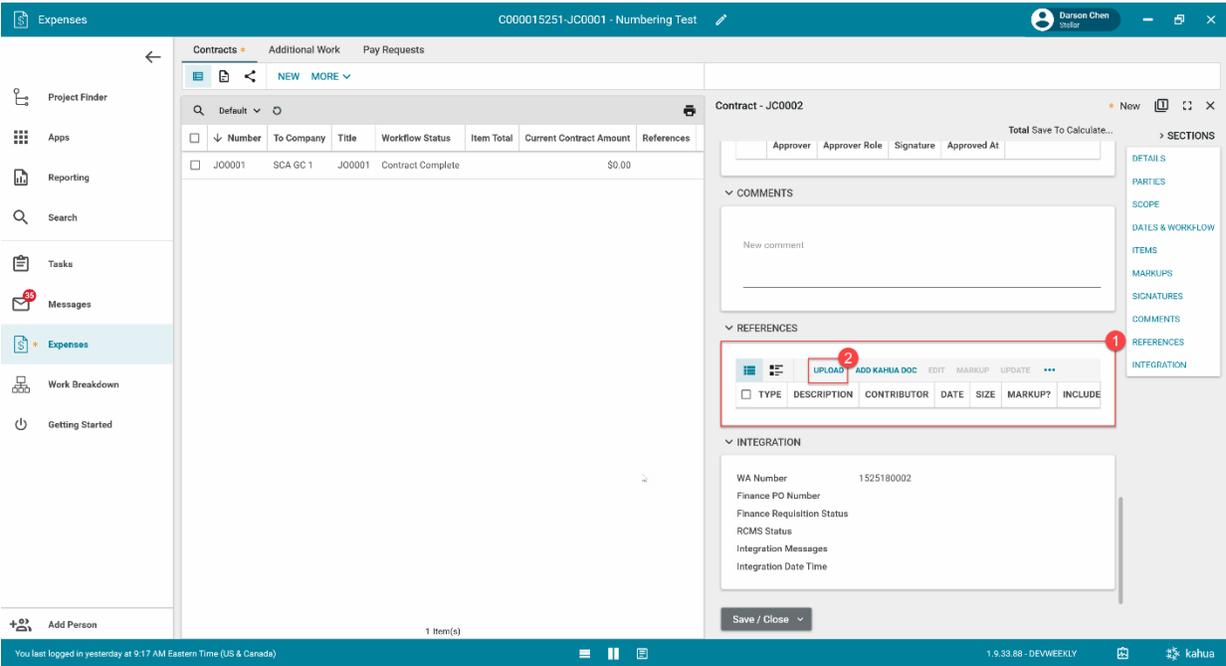
2. Go to 'Apps' > Select 'Expenses' App



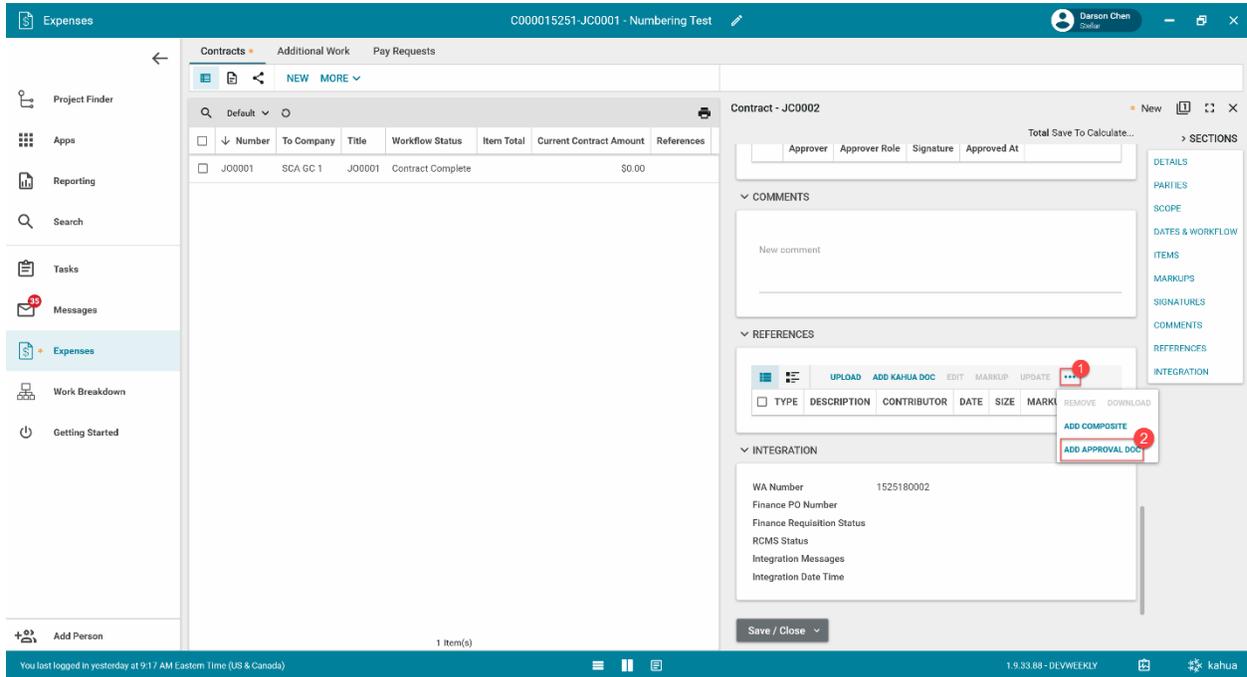
3. Select the 'Expense Contract' tab > Click 'New' > Enter required fields including cost items and dates



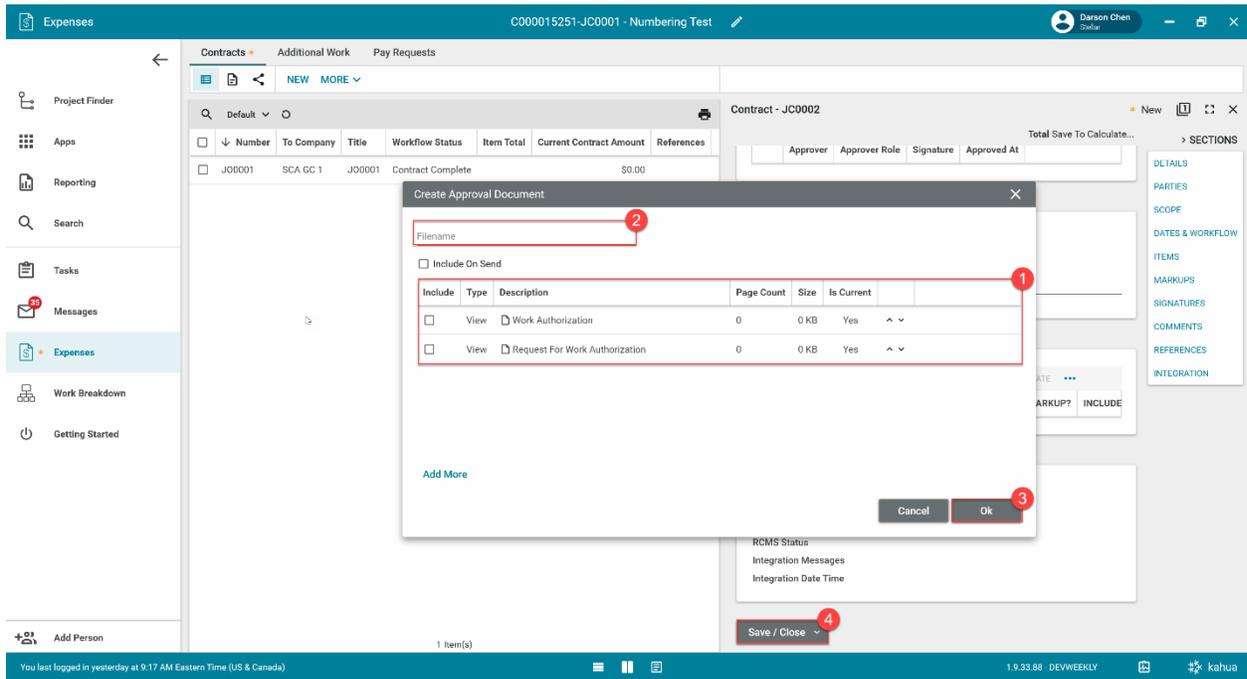
4. In the references section, select 'Upload' > Select the backup documentation to upload



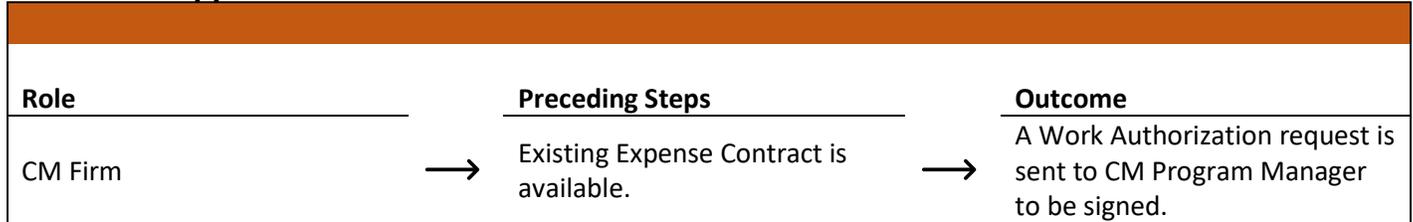
5. Select '...' > Select 'Add Approval Doc'



6. Select the documents that will be sent to be signed using the checkboxes > Enter a filename > Click 'OK' > Click 'Save/Close'



Submit for Approval



Step

Select the expense contract > Click 'Submit for Approval'

The screenshot displays the Oracle Primavera Expense Management interface. The main window shows a list of contracts under the 'Expenses' tab. The selected contract, 'JC0004', is highlighted in the table. The right-hand pane provides detailed information about the contract, including its master contract details, parties involved, and the scope of work. A red notification badge with the number '1' is present over the 'Submit' button, indicating a pending action or alert.

Number	To Company	Title	Workflow Status	Item Total	Current Contract Amount	Refer
JC0004	SCA GC 1	K004 New School	Active	\$50,000.00	\$0.00	

Contract - JC0004 Total \$50,000.00

DETAILS

- Master Contract: C000015251 SCA Sandbox
- Number: JC0004
- Date: 7/12/2022
- Title: K004 New School

PARTIES

- From Contact: Ryan SCA Vice President - SCA Sandbox
- From Company: SCA Sandbox
- From Company Office: Primary Office
- From Company Address: 30-30 Thompson Ave, Queens, NY 12345
- To Contact: Indigo External EXT-GC-1 - SCA GC 1
- To Company: SCA GC 1
- To Company Office: Primary Office
- To Company Address: 100 New Street, New York, NY 12345

SCOPE

- Total Expense Contract Value: \$50,000.00
- Liquidated Damages Per Calendar Day
- Scope of Work
- Addenda

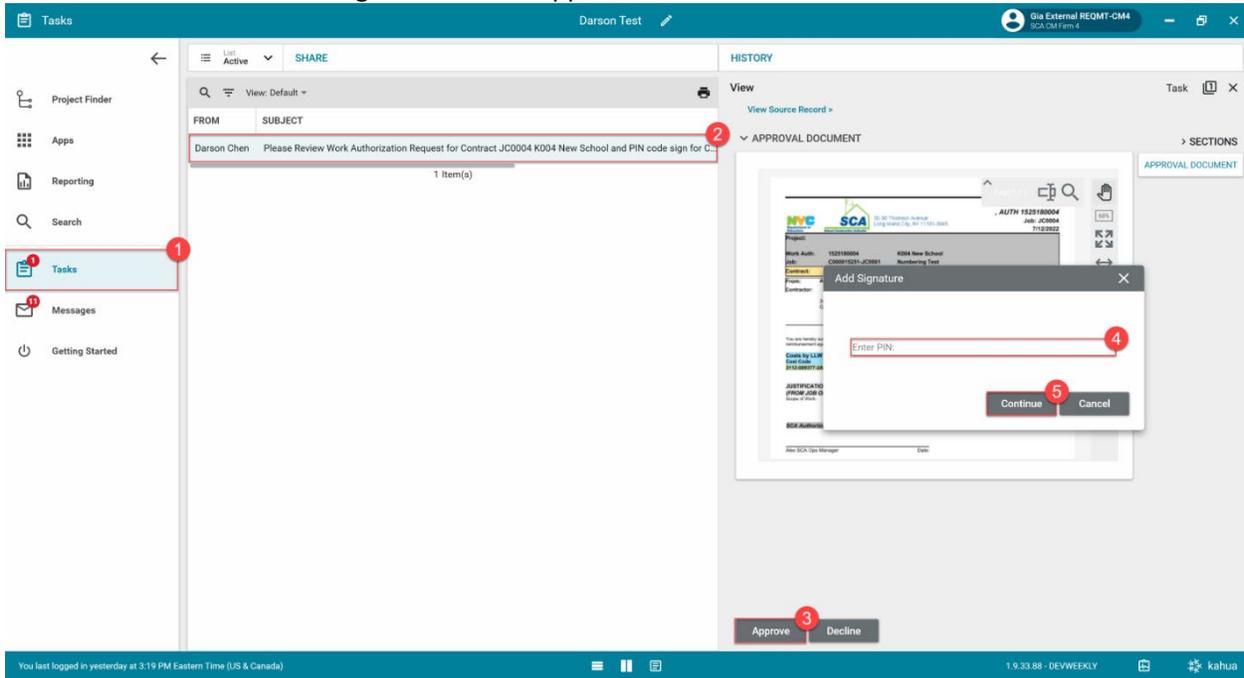
Buttons: Submit (with notification badge), Complete And Approve All

PIN Sign Work Authorization Request – CM Program Manager

Role	Preceding Steps	Outcome
CM Program Manager	Work Authorization request has been submitted.	Work Authorization request is sent to SPO for review and PIN approve. The CPO and VP may need to sign depending on the contract's value.

Steps

- Go to 'Tasks' > Click the PIN sign task > Click 'Approve' button > Enter PIN > Click 'Continue'

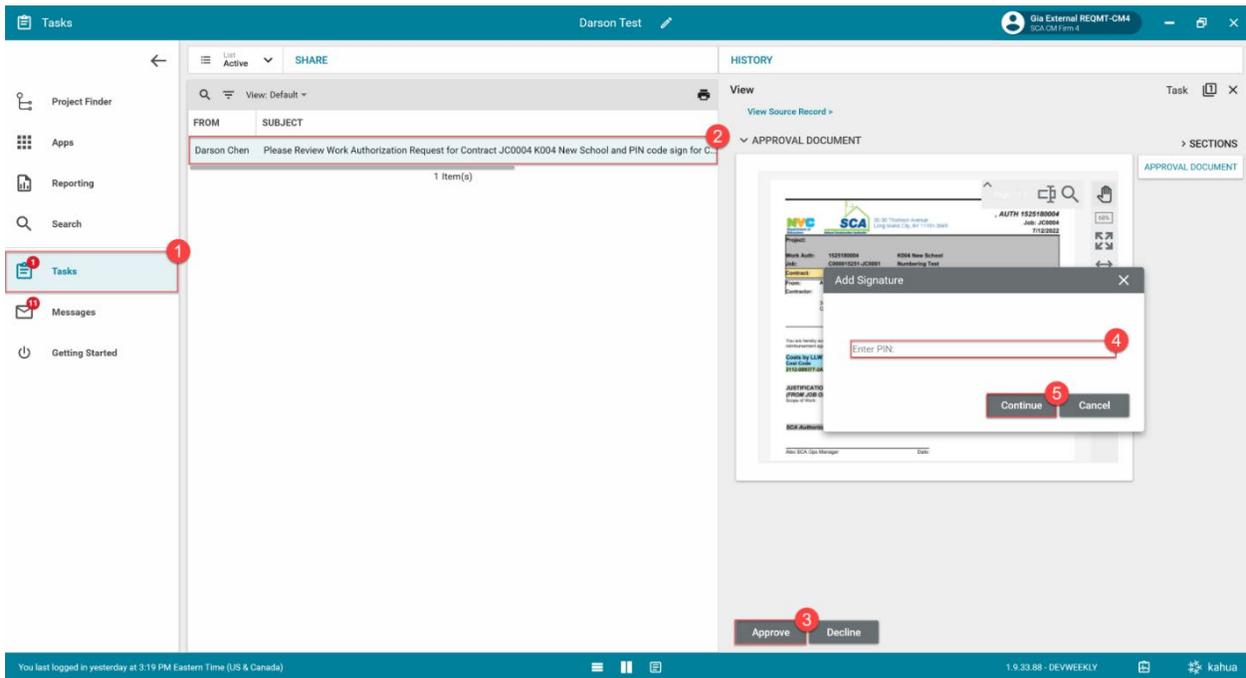


PIN Sign Work Authorization Request – SPO, CPO, VP

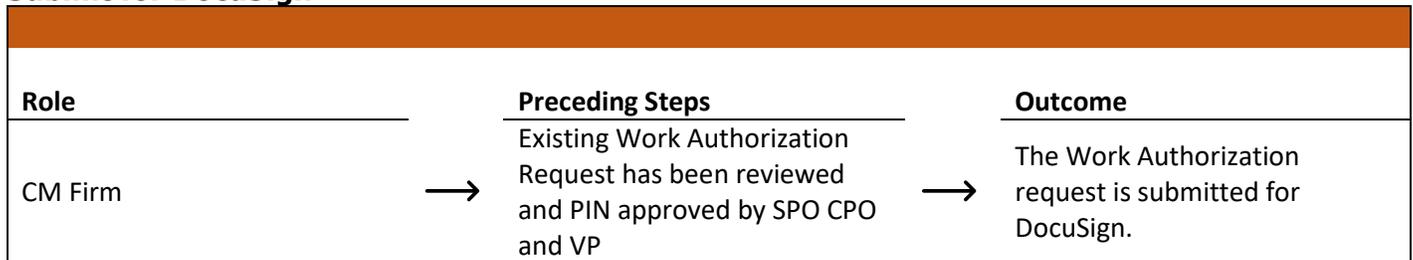
Role	Preceding Steps	Outcome
Order: SPO > CPO > VP CPO only signs if amount is greater than \$25K. VP only signs if amount is greater than \$100K.	Work Authorization has been reviewed and PIN approved by CM PM.	Work Authorization request has been reviewed and approved by the SPO, CPO, VP.

Steps

- Go to 'Tasks' > Click the PIN sign task > Click 'Approve' button > Enter PIN > Click 'Continue'

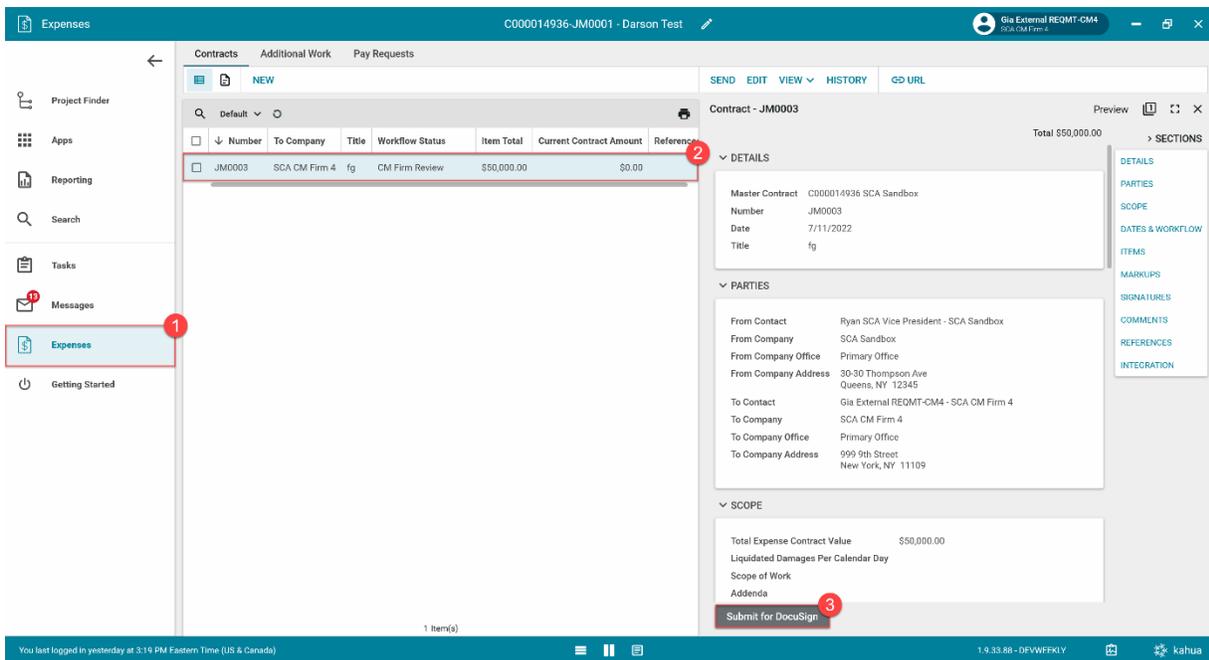


Submit for DocuSign



Step

Go to 'Expenses' app > Select desired Expense Contract > Click 'Submit for DocuSign' button.



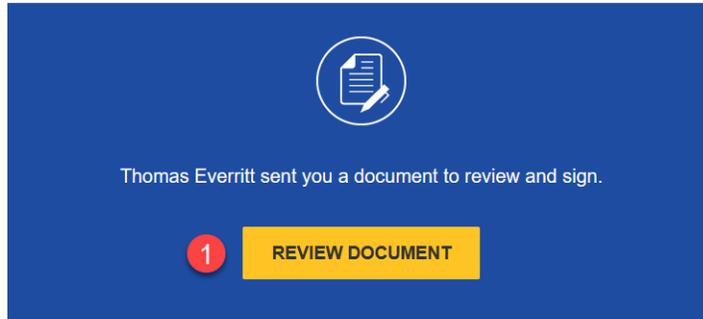
DocuSign Work Authorization – CM Program Manager

Role	Preceding Steps	Outcome
CM PM	→ Work Authorization Request is submitted for DocuSign by CM Firm →	Work Authorization request is sent to SPO for DocuSign signature. The CPO and VP may need to sign depending on the contract's value.

Steps

1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign



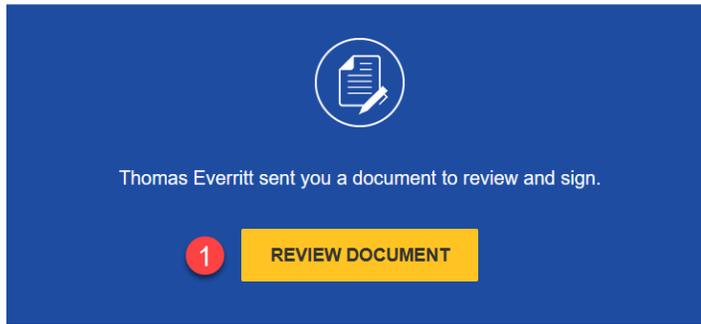
2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click the 'Adopt and Sign' button
3. Use the DocuSign signature buttons at the top left to sign the document.

DocuSign Work Authorization – SPO, CPO, VP

Role	Preceding Steps	Outcome
Order: SPO, CPO, VP CPO only signs if amount is greater than \$25K. VP only signs if amount is greater than \$100K.	→ Work Authorization Request is DocuSign approved by CM Program Manager. →	Work Authorization Request has been approved by the SPO, CPO, VP. Operations Manager receives a task to PIN approve the Work Authorization.

Steps

1. Go to email account > Select email > Click 'Review Document' button in email



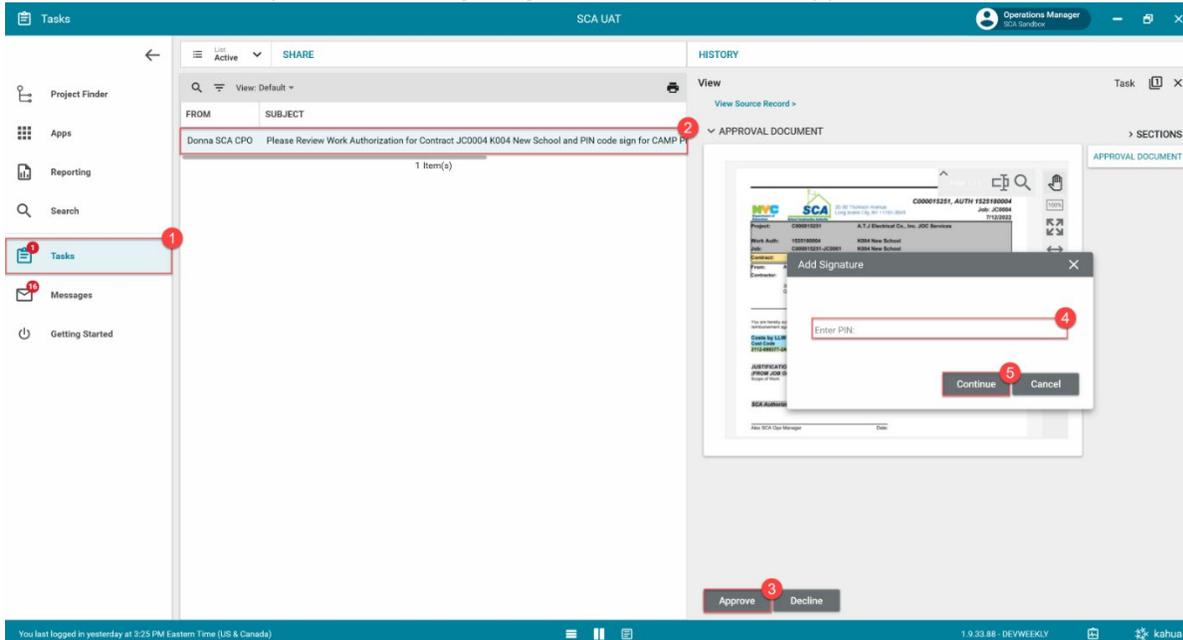
2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button
3. Use the DocuSign signature buttons at the top left to sign the document.

Review and PIN Sign Work Authorization

Role	Preceding Steps	Outcome
Operations Manager	Work Authorization is DocuSign approved by the SPO. The CPO and VP may have also approved the Work Authorization.	Work Authorization is sent to Finance to be encumbered in Oracle. After encumbrance, change orders and pay requests can be made.

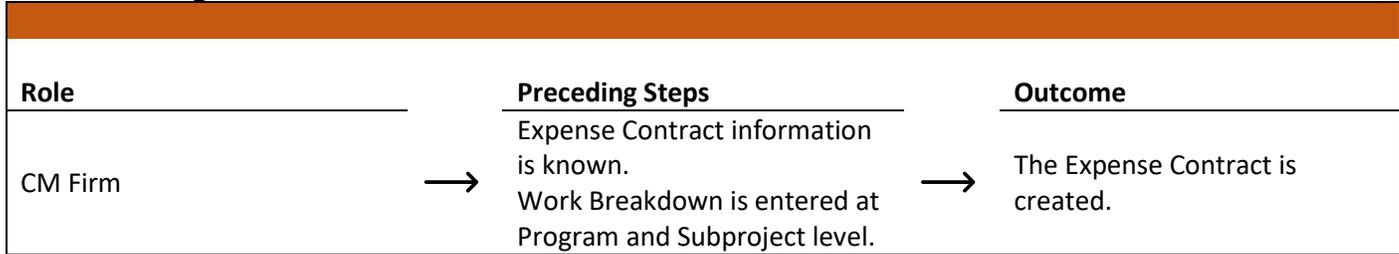
Steps

1. Go to 'Tasks' > Click 'Operations Manager Signature Task' > Select 'Approve' > Enter PIN code > Click 'Continue'



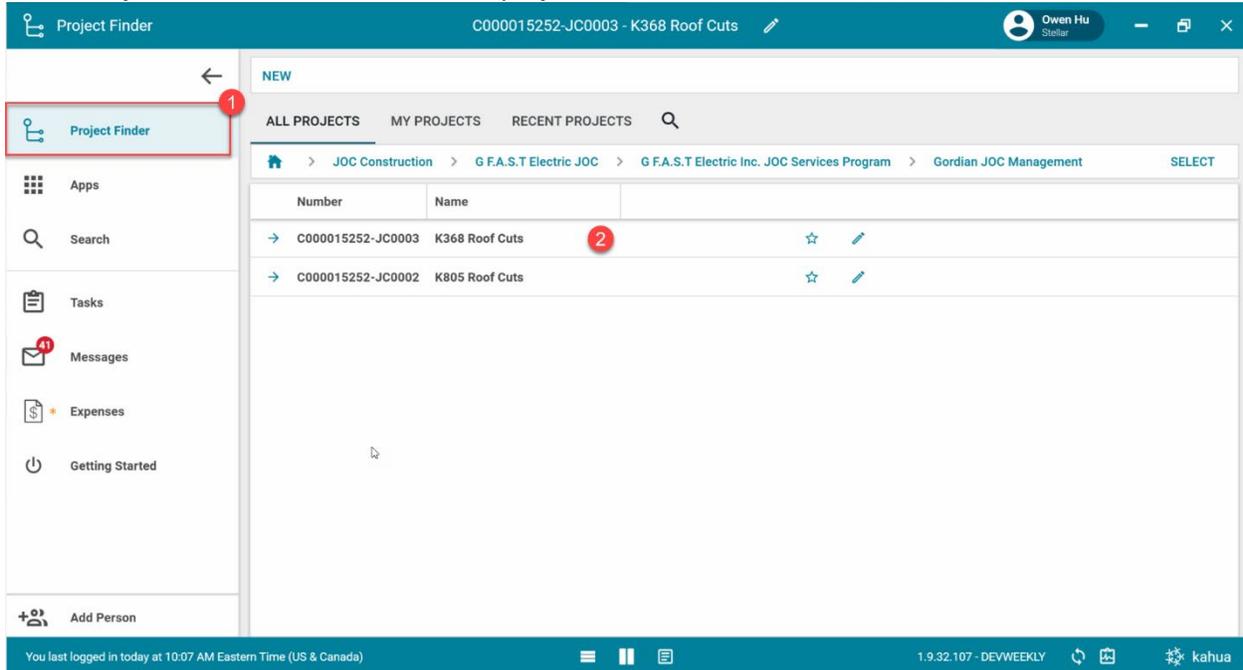
Emergency Management Contract

Create Management Contract

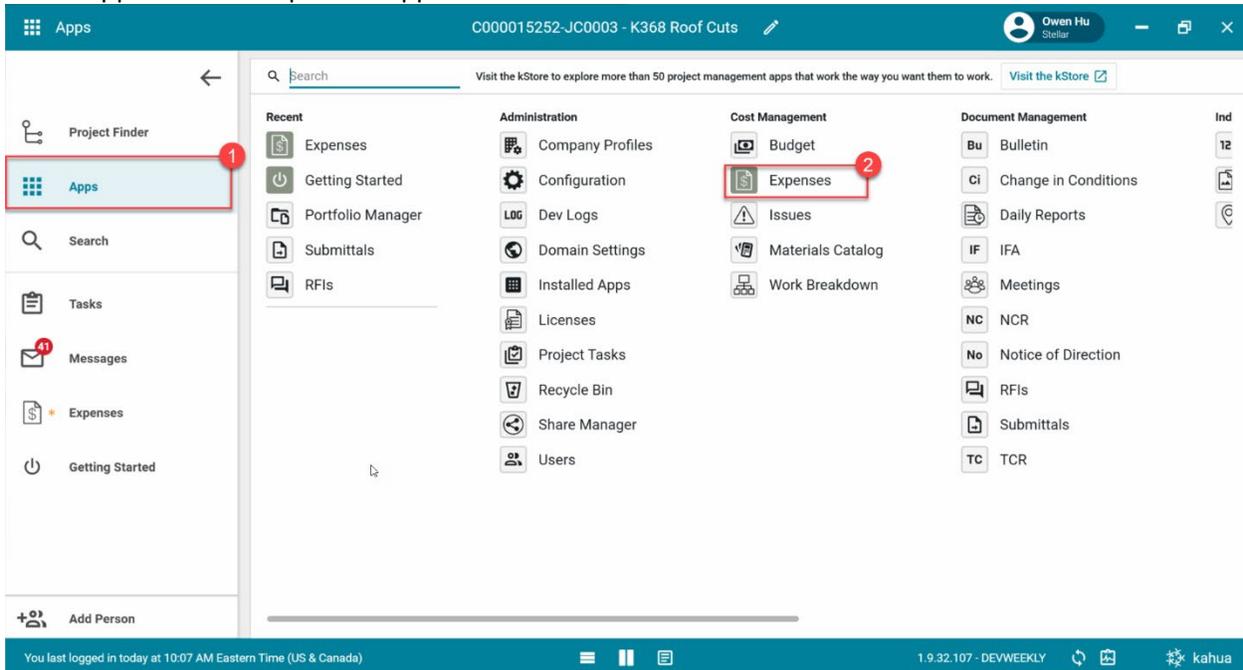


Steps

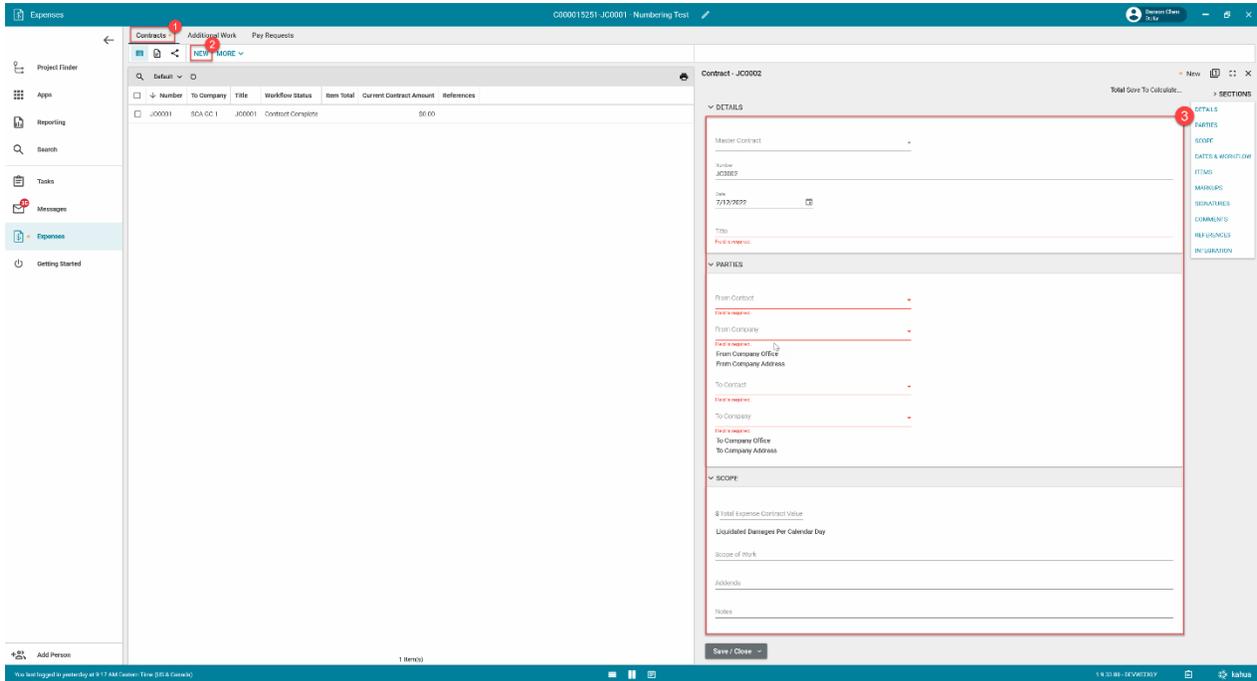
1. Go to 'Project Finder' > Select desired Subproject



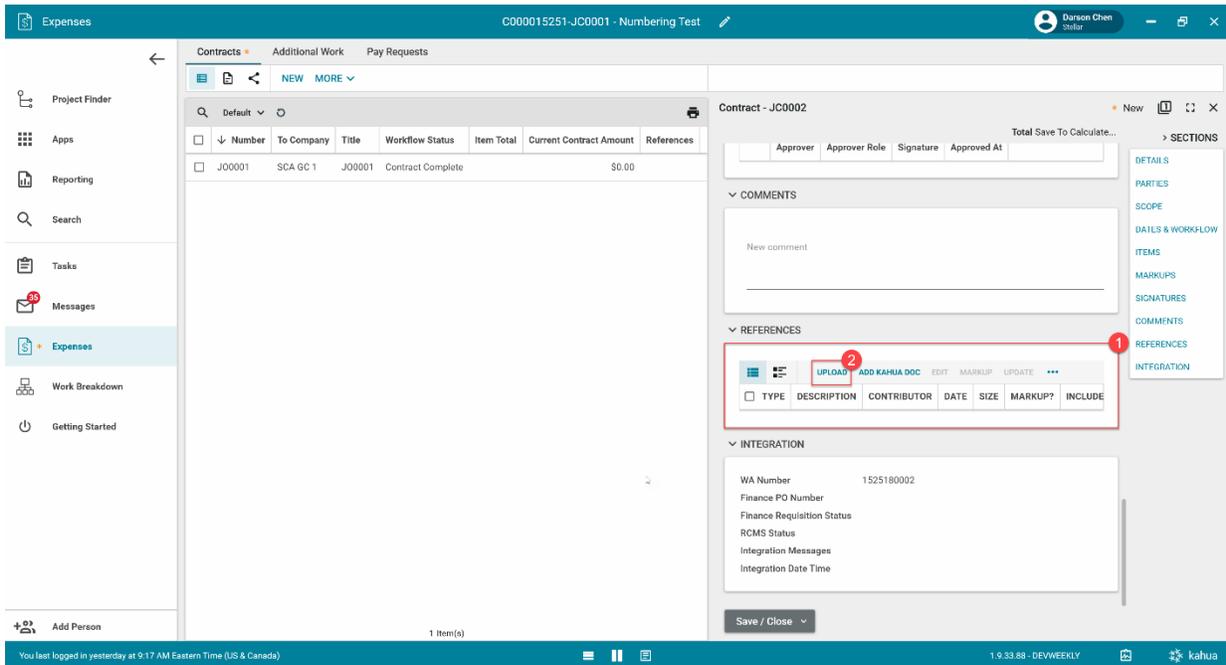
2. Go to 'Apps' > Select 'Expenses' App



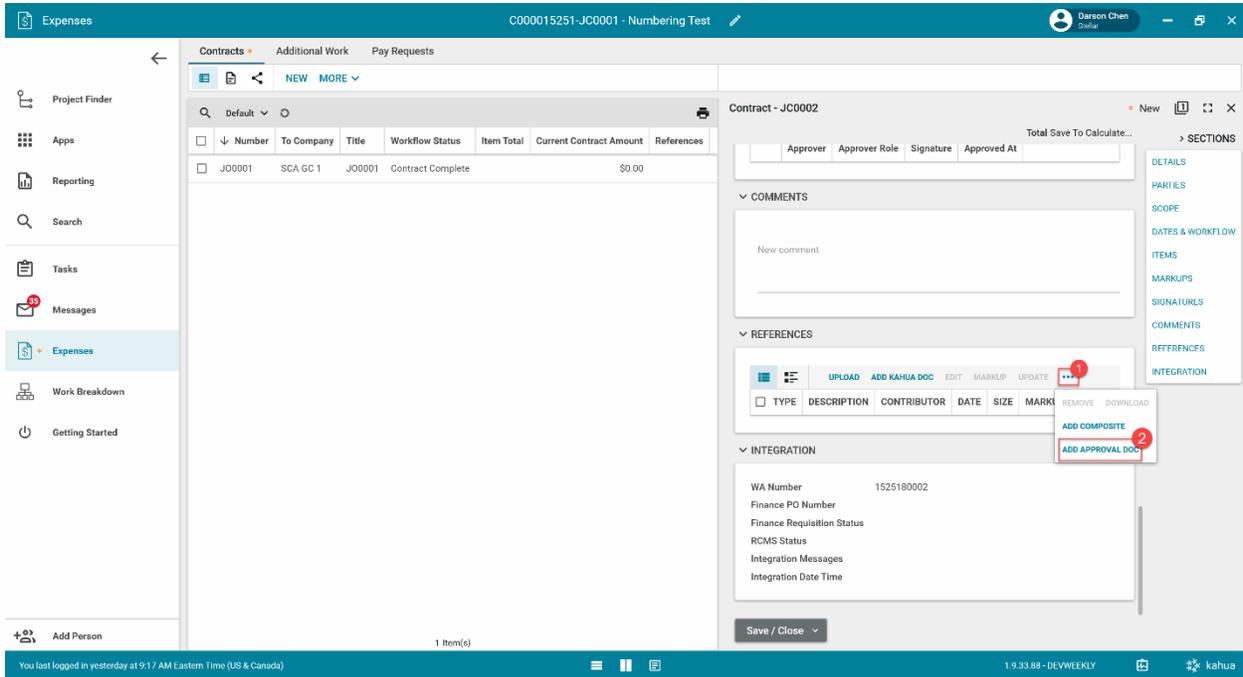
3. Select the 'Expense Contract' tab > Click 'New' > Enter required fields including cost Items



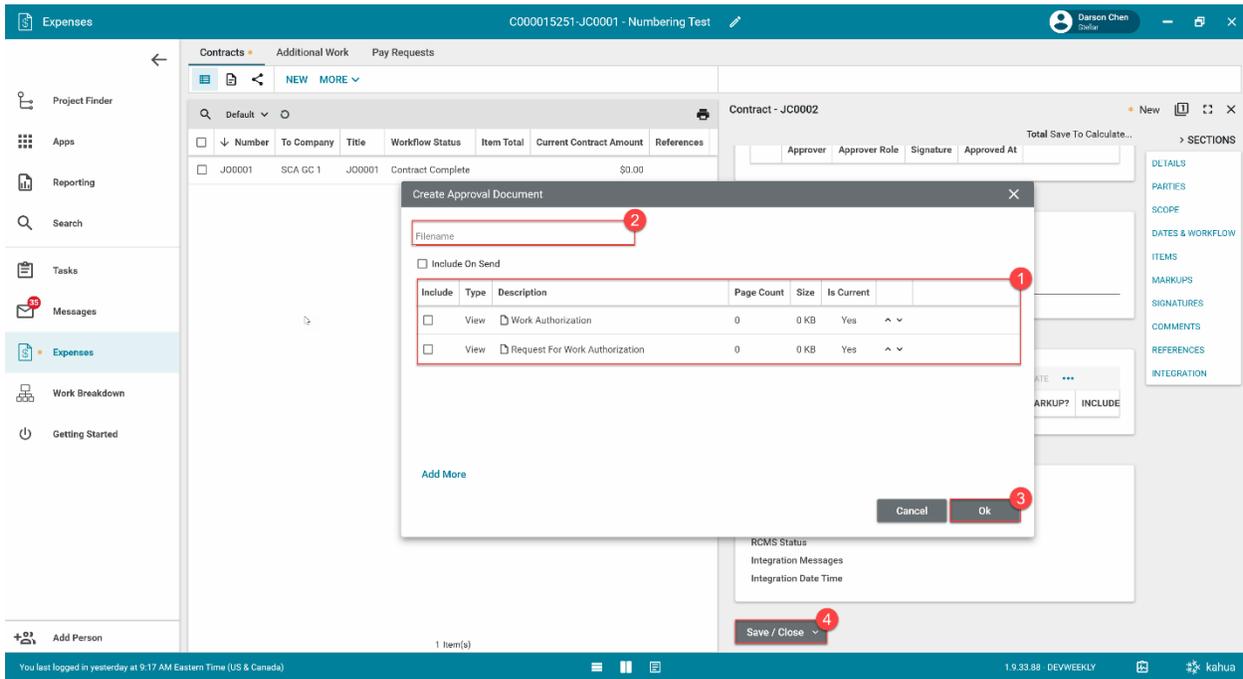
4. In the references section, select 'Upload' > Select the backup documentation to upload



5. Select '...' > Select 'Add Approval Doc'



6. Select the documents that will be sent to be signed using the checkboxes > Enter a filename > Click 'Ok' > Click 'Save/Close'

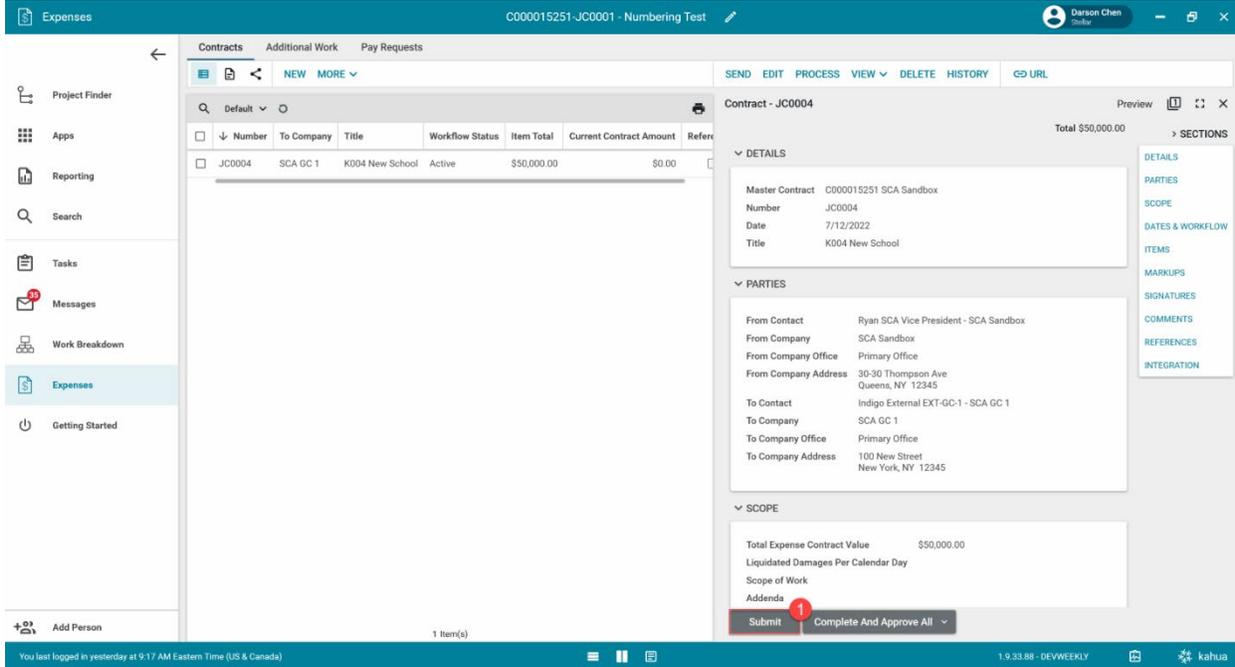


Submit for Approval

Role	Preceding Steps	Outcome
CM Firm	Existing Expense Contract is available.	A Work Authorization request is sent to CM Program Manager to be signed.

Step

1. Select the expense contract > Click 'Submit for Approval'



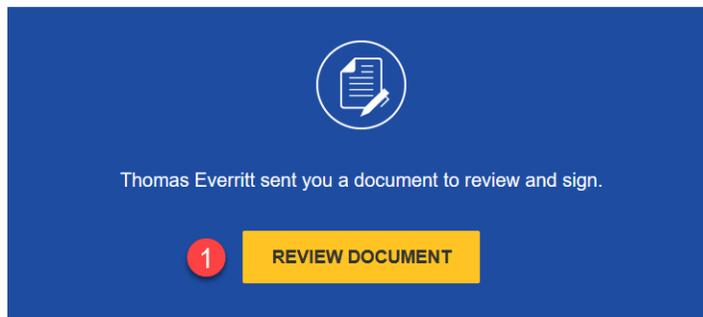
DocuSign Work Authorization Request – CM Program Manager

Role	Preceding Steps	Outcome
CM Program Manager	Work Authorization request has been submitted.	Work Authorization request is sent to SPO for review and approval. The CPO and VP may need to sign depending on the contract's value.

Steps

1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign



2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click the 'Adopt and Sign' button

3. Use the DocuSign signature buttons at the top left to sign the document.

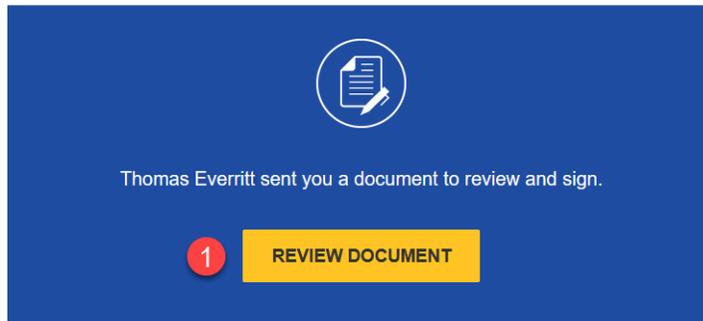
DocuSign Work Authorization Request – SPO, CPO, VP

Role	Preceding Steps	Outcome
Order: SPO, CPO, VP CPO only signs if amount is greater than \$25K. VP only signs if amount is greater than \$100K.	→ Work Authorization has been reviewed and PIN approved by CM Program Manager.	→ Work Authorization is sent to the Operations Manager to be PIN signed.

Steps

1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign



2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click the 'Adopt and Sign' button

3. Use the DocuSign signature buttons at the top left to sign the document.

Review and PIN Sign Work Authorization

Role	Preceding Steps	Outcome
Operations Manager	→ Work Authorization is DocuSign approved by the SPO. The CPO and VP may have also approved the Work Authorization.	→ Work Authorization is sent to Finance to be encumbered in Oracle. After encumbrance, change orders and pay requests can be made.

Step

Go to 'Tasks' > Click 'Operations Manager Signature Task' > Click 'Approve' > Enter PIN code > Click 'Continue'

The screenshot displays the SCA UAT interface. On the left, a navigation sidebar includes 'Tasks' (highlighted with a red circle 1), 'Messages', and 'Getting Started'. The main area shows a task list with a red circle 2 highlighting the subject line: 'Donna SCA CPO Please Review Work Authorization for Contract JC0004 K004 New School and PIN code sign for CAMP P'. The right pane shows an 'APPROVAL DOCUMENT' with a preview of a document and a modal window titled 'Add Signature' (with a red circle 4) containing an 'Enter PIN:' field and 'Continue' (with a red circle 5) and 'Cancel' buttons. At the bottom of the right pane, 'Approve' (with a red circle 3) and 'Decline' buttons are visible. The top header shows 'Operations Manager SCA Bandbox' and the bottom status bar indicates the user is logged in and provides version information.

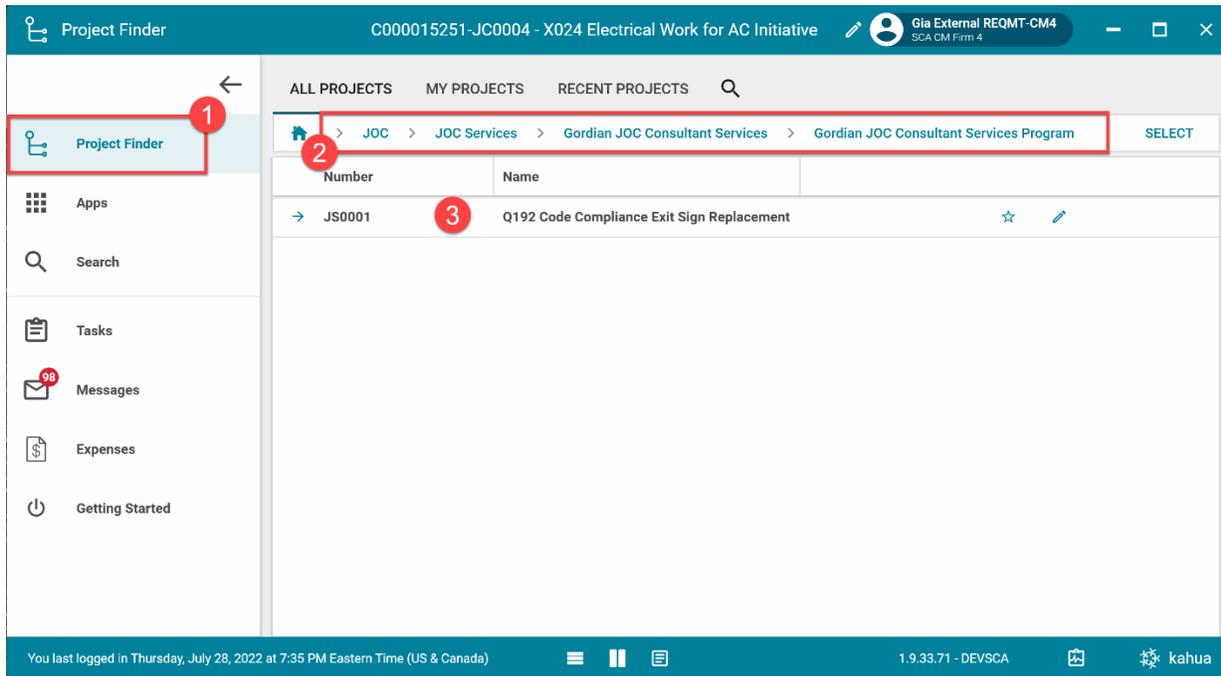
JOC/Emergency AOS and Services Contract

Create AOS or Services Contract

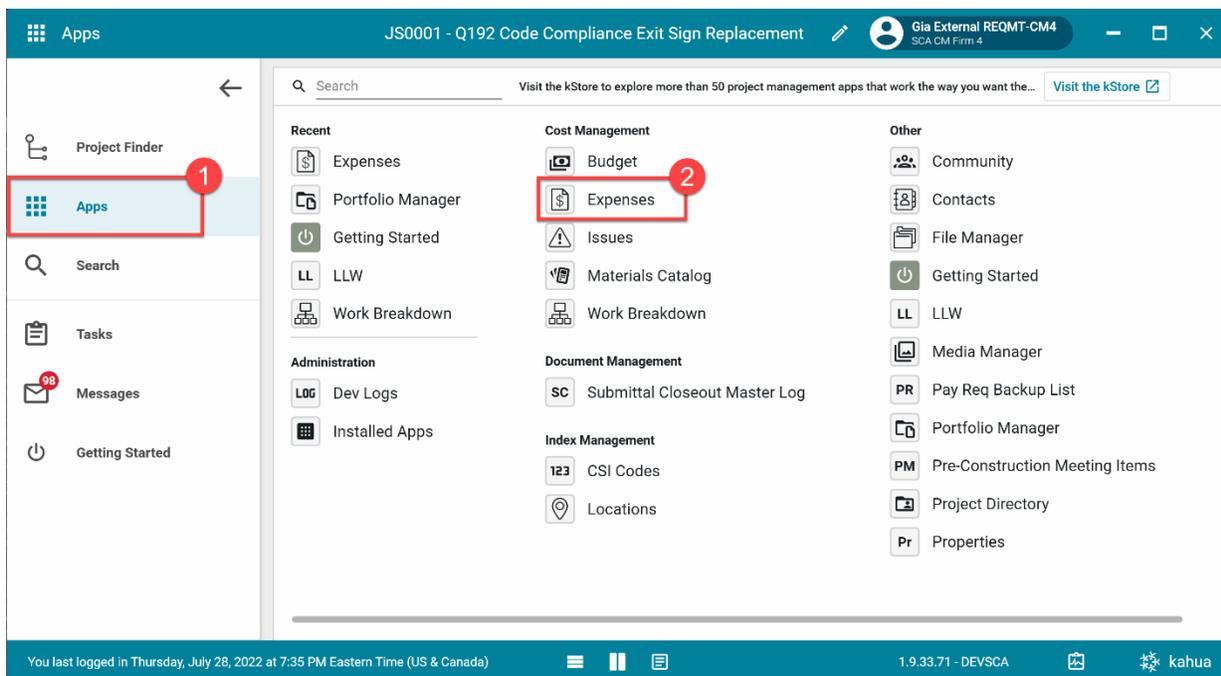
Role	Preceding Steps	Outcome
CM Firm	Contract information is known. Work Breakdown is entered at Program and Subproject level.	The Expense Contract is created.

Steps

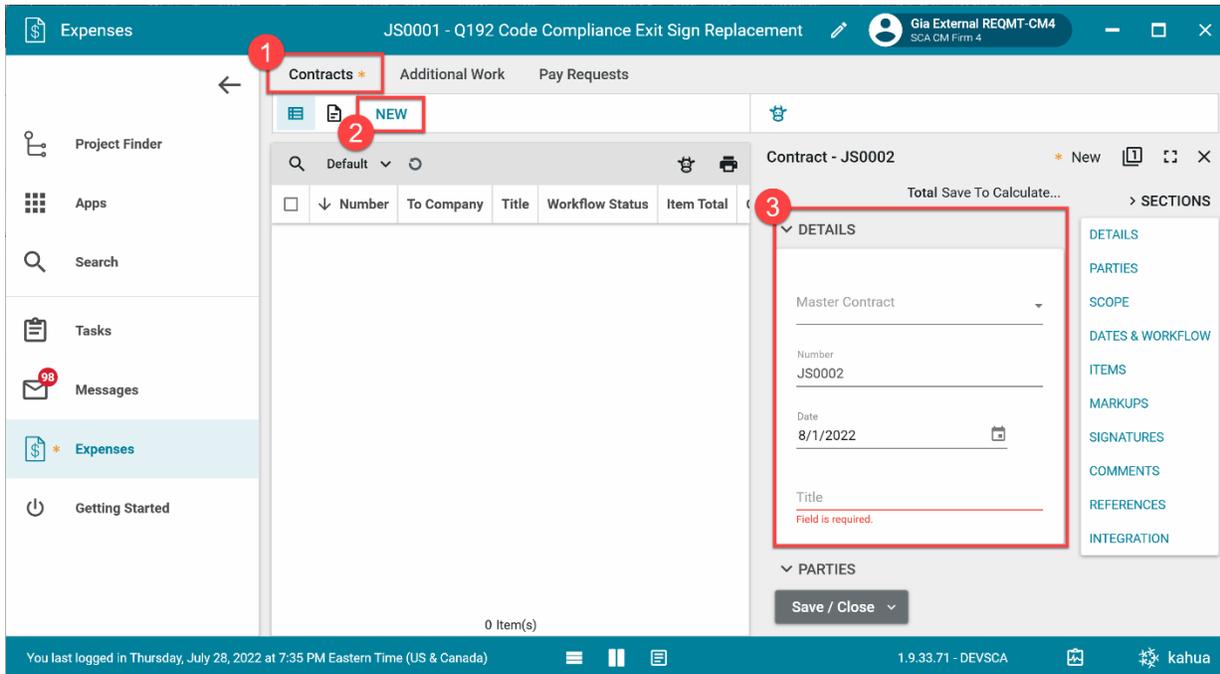
1. Go to 'Project Finder' > Navigate to desired partition > Select desired Subproject/Project



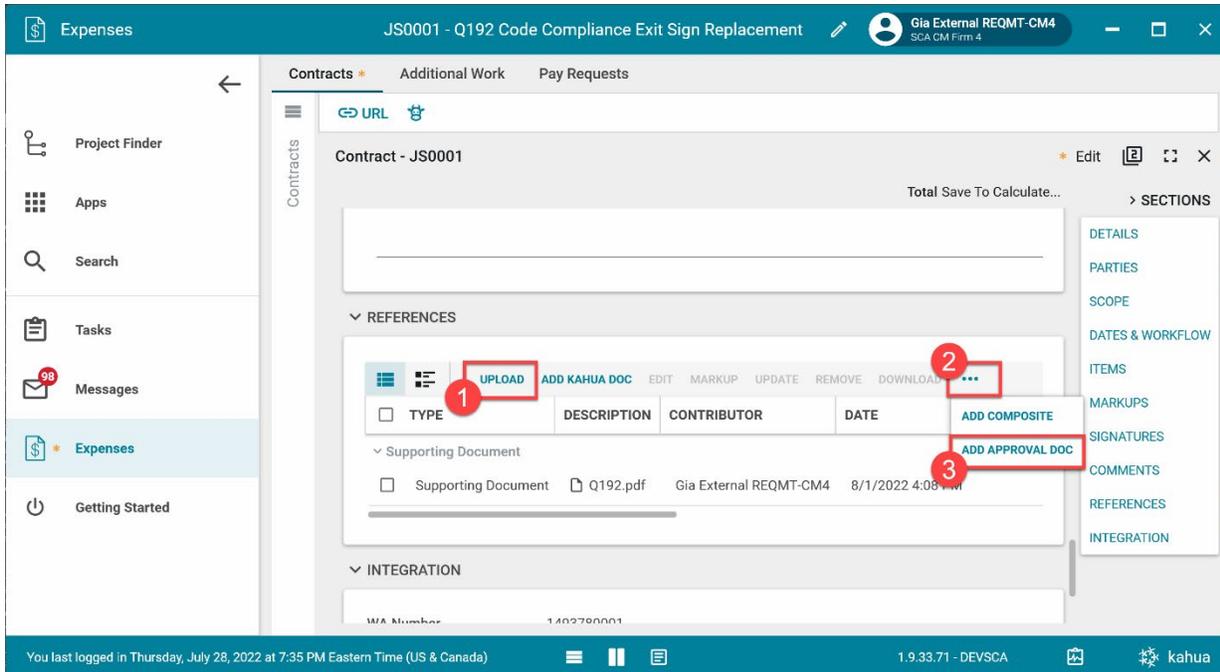
2. Go to 'Apps' > Select 'Expenses' App



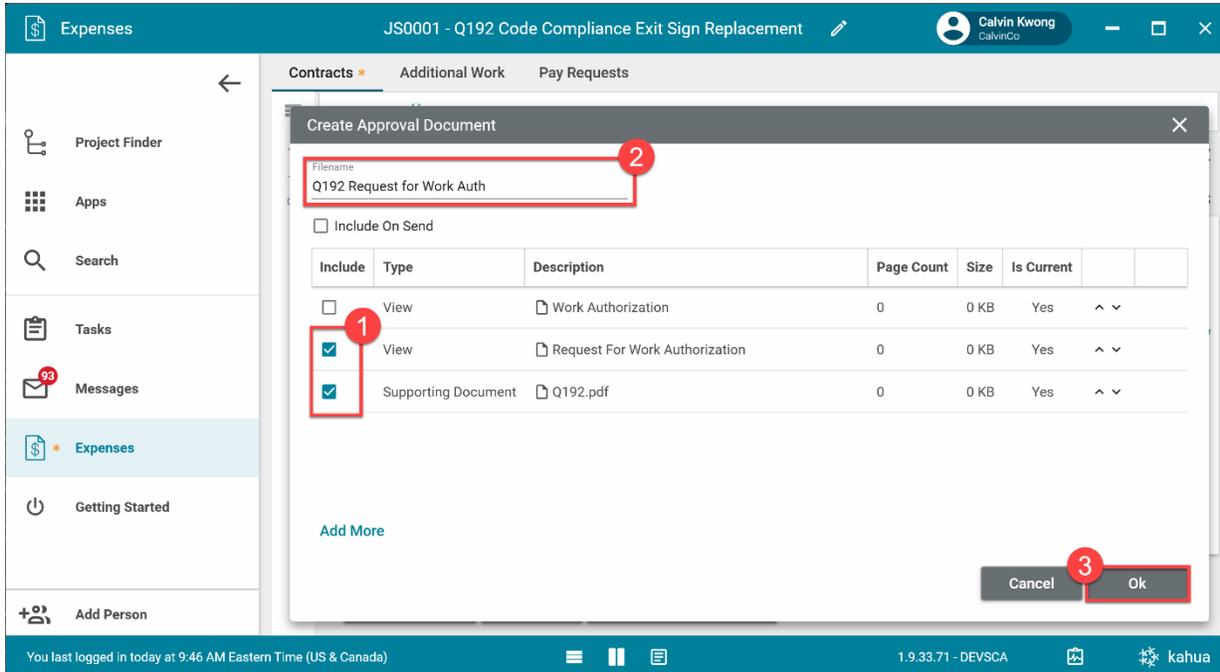
3. Select the 'Expense Contract' tab > Click 'New' > Enter required fields including the Details, Parties, Dates, and Items



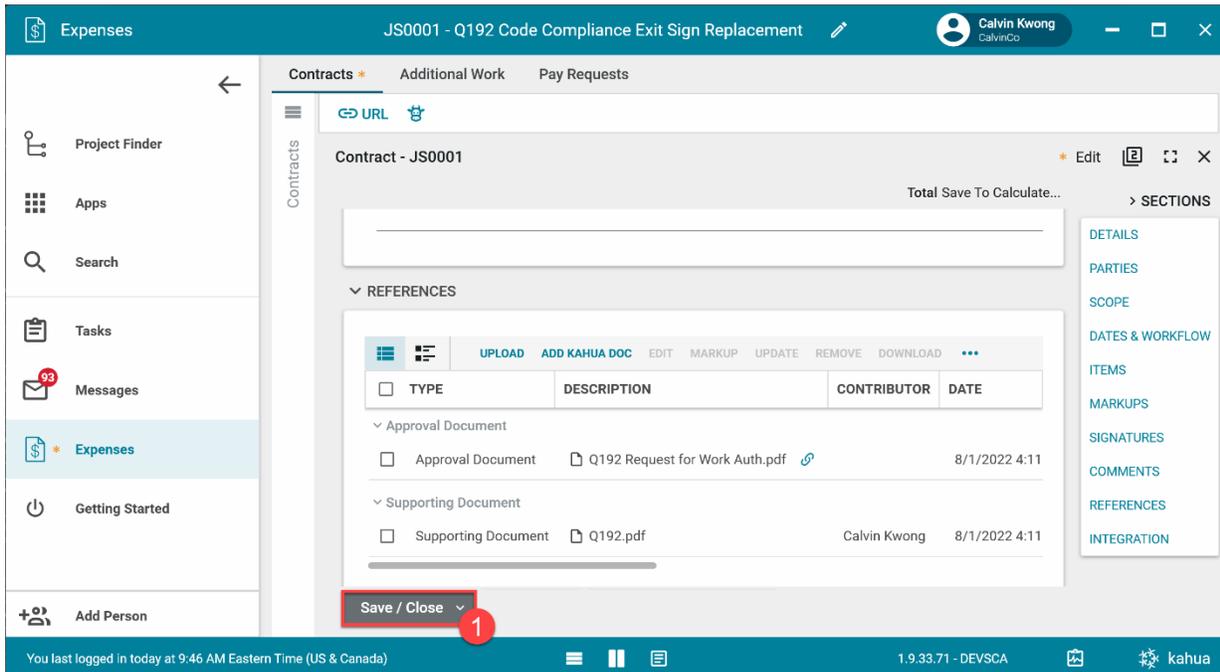
4. In the References section, use the 'Upload' button to add backup documents > Select '...' > Select 'Add Approval Doc'



5. Select 'Request for Work Authorization' and backup documents using the checkboxes > Enter a filename > Click 'OK'



6. Select 'Save/Close'

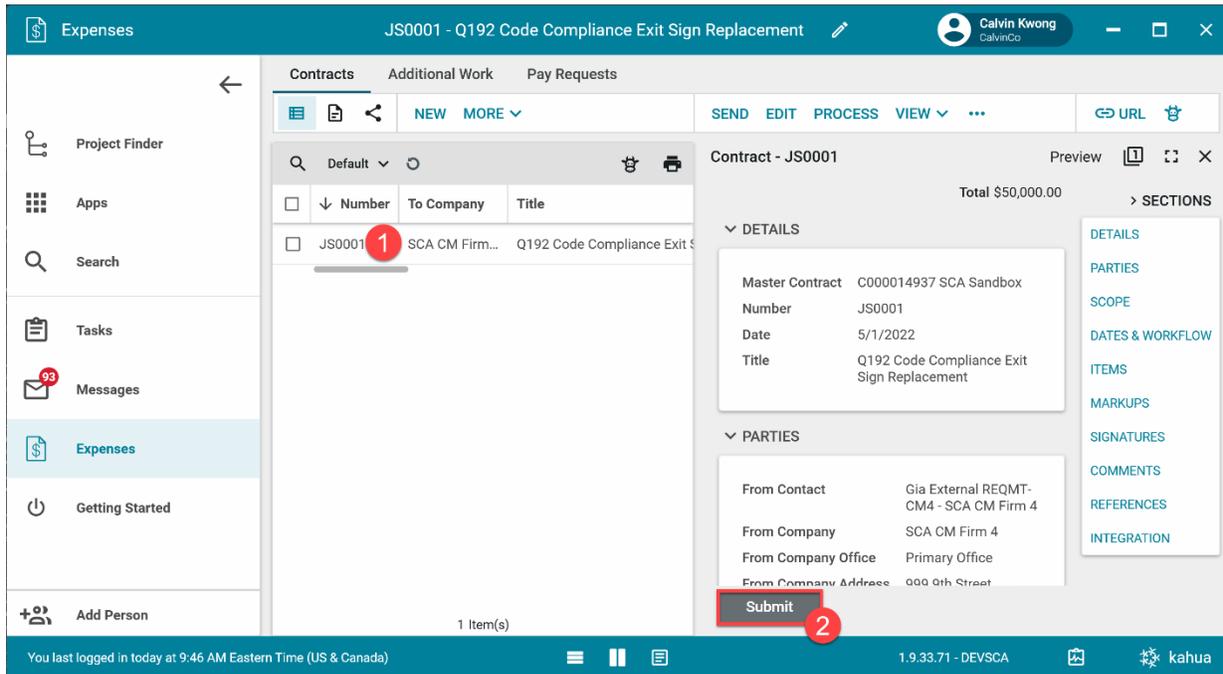


Submit for Approval

Role	Preceding Steps	Outcome
CM Firm	Existing Expense Contract is available.	The contract is sent to the PO or the CM Project Manager to be signed.

Step

Select the expense contract > Click 'Submit for Approval'

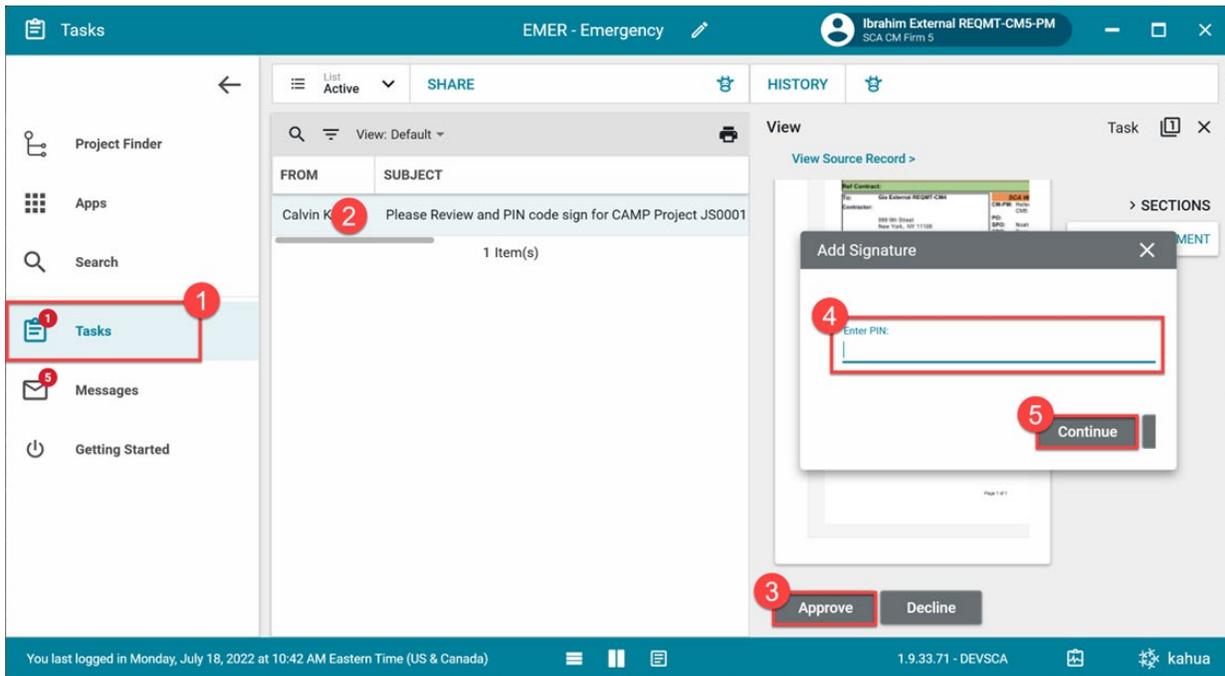


Review and PIN Approve – CM Program Manager, CPO

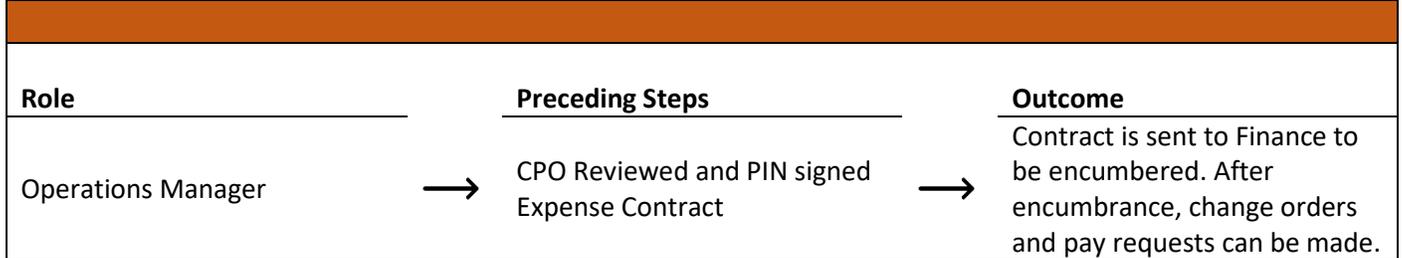
Role	Preceding Steps	Outcome
Order: CM Program Manager > CPO	Request for Work Authorization has been submitted.	The Work Authorization is sent to the Operations Manager for approval.

Steps

1. Go to 'Tasks' > Click 'Work Authorization Request' subject > Click 'Approve' button > Enter PIN > Click 'Continue'



Review and PIN Sign – Operations Manager



Steps

Go to 'Tasks' > Click 'Review Work Authorization' subject > Select 'Approve' > Enter PIN > Click 'Continue'

