

MEMO

DATE: November 9, 2021

TO: Cost Centre Managers
Business Administrators and Budget officers

CC: ACLT Assistants

FROM: Jasmine Ochulor, Manager, Procurement

SUBJECT: Change to Procurement Document Processing Workflow Process

The Finance Department continues to take proactive measures to meet the needs of our clients. The purpose of this memo is to inform the college community of the latest changes to the document processing workflow.

All documents, forwarded to procurement, requiring signatures and approval are routed via a document management workflow in Adobe Sign. Previously, stakeholders were unable to track their documents while in this workflow. Moving forward, stakeholders will have increased visibility into document management processes and will be able to track their documents through the varying approval stages in Adobe Sign.

The new and improved workflow processes and access procedures are detailed (including pictorial illustrations) in [the attached document](#).

This change will be effective on 11/15/2021. Procurement will proceed accordingly from the effective date. Please use the information provided in the attached document to access and track your documents to ensure optimal visibility during the document approval and execution process.

When will these changes go into effect?

11/15/2021

Who to contact for questions or comments

If you have any questions or comments please contact Jasmine Ochulor, Manager, Procurement, Finance & Administrative Services at ochuloj@algonquincollege.com