

## On-Line Contracts

Starting August 19, 2019, all contracts will be done online.

**Step 1:** The online form is the same as the paper form. The link will replace the paper form on the Business Departments Website.

The direct link: [forms.galenaparkisd.com/forms/contractapproval](https://forms.galenaparkisd.com/forms/contractapproval)

Fill out the form, attached the contract and any other needed documents, submit.

**Step 2:** Budget Managers will receive the email pictured in the box below.

1. Click on the Hyperlink.
2. As indicated on the Sign In Directions graphic; Type FINANCE in the first box
3. In the second box, before your username type: galenaparkisd\  
*example: galenaparkisd\jsmith*
4. Type in your universal password
5. Select Sign in

Sign in Directions

Organization  
 ← Type in FINANCE in all capital letters

User name  
 ← Type in galenaparkisd\ followed by your username

Password  
 ← Type in your password

[Forgot password?](#)

You have a Contract Request Form to approve in your Laserfiche inbox. Please click on the link to go directly to the approval screen.

Process	FIN-Contract Agreement - Instance: 10845
Submitted by	Stacy Davila
Submitted Date	7/30/2019 3:00:22 PM
Vendor	300377 - Texas Music Festivals Enterprise, Inc
Contract Type	Field Trip
Amount	268482.00
Campus/Dept	

[Click here to open this task in Forms.](#)

Hyperlink

You can access the direct link to see all contracts that you have approved and the progress of the contract in the workflow.

Direct Link: [forms.galenaparkisd.com/forms](https://forms.galenaparkisd.com/forms)