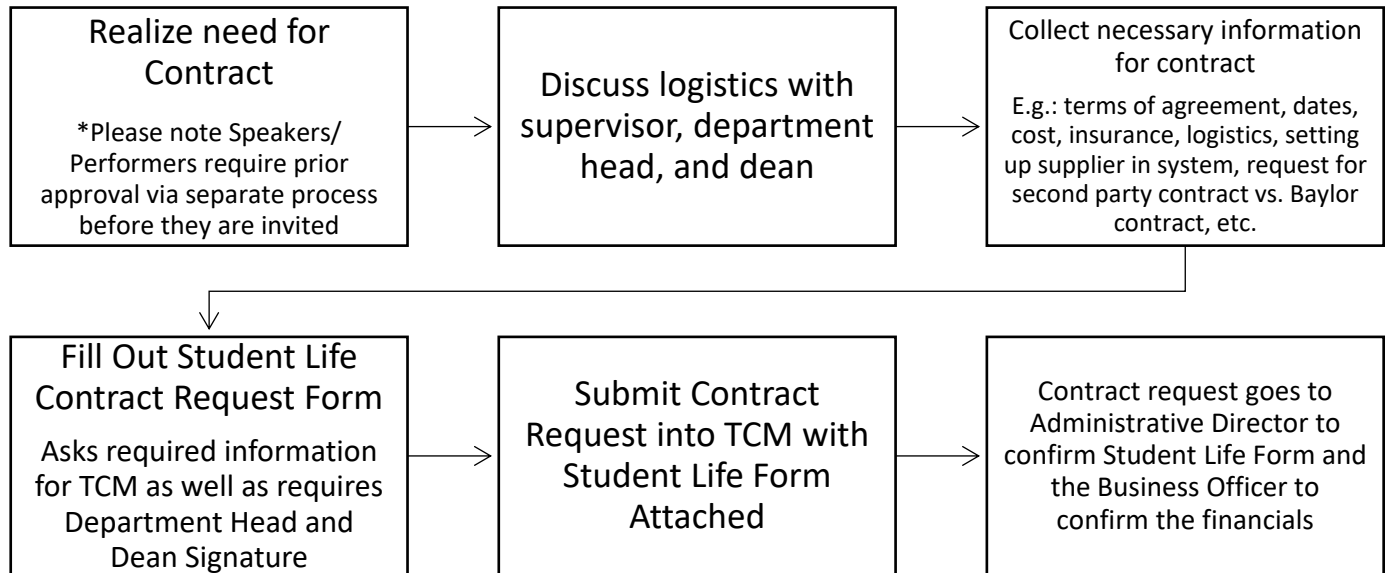
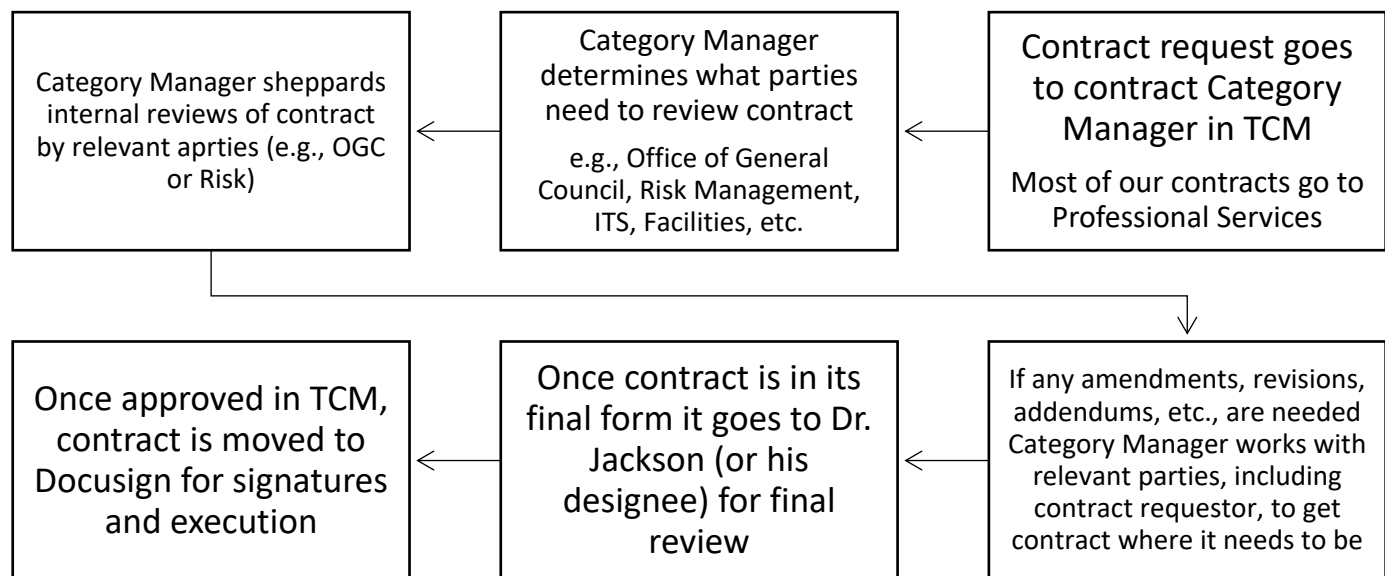


Step 1- Student Life



Step 2- Procurement



Step 3- Docusign

1. Contract is signed in Docusign by supplier
2. Contract is signed in Docusign by Dr. Jackson (Board approved signatory)
3. After both parties sign, contract is official