

**OneSolution Contracts Management Module CMUPCM  
Approvals Workflow**

OneSolution CALSEC Type	CALSECI	CALSECII	CALSECIII	CALSECIVAMD	CALSECIVNOAM	ORIG (Expenditure/ Revenue)	PO (<\$35K &/or R#)	WIDGET (New)	WIDGETI	WIDGETII
County Contract Type	Continuing Agreement Section I	Continuing Agreement Section II	Continuing Agreement Section III	Continuing Agreement Section IV with Amendment	Continuing Agreement Section IV No Amendment	New Expenditure Contract or Revenue Agreement	Purchase Order	New Widget Contract	Continuing Widget Contract	Continuing Widget Contract Requiring BOS Approval
CMUPCM: Originator Self-Approval	X	X	X	X	X	X	X	X	X	X
CMUPCM: Departmental Approval	X	X	X	X	X	X	X	X	X	X
CMUPCM: CAO Approval	X	X	X	X	X	X		X	X	X
SCZCM1000 (ADM-29): CAO Prints		X	X	X		X		X		X
SCZCM1000 (ADM-29) Message: "This Agreement Not Valid Until BOS Approved & COB Certified"		X	X	X		X		X		X
CMUPCM: Clerk of Board Approval: (1) Certifies BOS Approval (2) Affixes County Seal on ADM-29 SCZCM1000 (COB Prints)		X	X	X		X		X		X
CMUPCM: System Emails Approved ADM-29 to Purchasing Mgr, Auditor, Originator	X	X	X	X	X	X	X	X	X	X
CMUPCM: Purchasing Mgr. Push to Purchasing	X	X	X	X	X	X	X	X	X	X
POUPPR: Purchasing Mgr: (1) Approval; (2) Print	X	X	X	X	X	X	X	X	X	X
PO Encumbered: Dept. Can Invoice Against It	X	X	X	X	X	X	X	X	X	X