CITY OF FITCHBURG - Contract Execution Map

Contract Process

1. Procurement requested and finalized
2. Contract drawn up and signed by vendor/contractor
3. Contract reviewed and signed by Chief Procurement Officer (CPO)
4. Contract reviewed & signed by Dept. Head
5. Contract reviewed & signed by City Auditor
6. Contract reviewed & signed by City Solicitor
7. Contract reviewed & signed by Mayor
8. Contract returns to Purchasing fully executed
9. Contract scanned and posted to Procurement Database
10. Executed original contract provided to City Clerk
11. Executed original contract mailed to vendor/contractor
12. Contract emailed to Auditor and City Solicitor
13. Contract emailed to requesting Department
14. Executed original contract retained in Purchasing file

Requisition Process

1. Department submits requisition form
2. Department enters Requisition into Munis to encumber funds and request Purchase Order
3. CPO approves Requisition and converts to Purchase Order