XIII. Quick Reference

A. Contract Entry and Approval Process

Enter information into fields and complete the contract in the following order:

1. **Create a new contract**
   a. Practice
   b. Technician Assigned (not required to submit, but is required to print)
   c. Cooperator
   d. UPDATE
   e. Farm/Tract Association
   f. Erosion Information
   g. UPDATE
   h. Planned Components
   i. Qualifying Criteria Questions/Notes
   j. Termination Date
   k. Vendor/EFT Forms Completed and Sent (box checked)
   l. UPDATE
   m. Tracking Data (optional)
   n. UPDATE
   o. Worksheets (if any)
   p. UPDATE

2. **Submit for program office approval**
   a. If denied, work with the program office for approval or alternatives

3. **Print and sign the contract**
   a. Cooperator/Landowner signature
   b. NRCS technician or certified District Technician II signature
   c. Board Member signature

4. **Conservation Plan Approval Date**

5. **Board Approval Date**

6. **Change Orders** (as needed)
   a. All information listed under step 1. above are required
   b. Enter a Reason note in the Notes Screen

7. **Contract Payment**
    a. Practice Completed Date
    b. UPDATE
    c. Actual Extents
    d. UPDATE

8. **Print and sign the contract payment**
    a. Cooperator/Landowner signature
    b. NRCS technician or certified District Technician II signature
    c. Board member signature

9. **Board Approval Date**

10. **Scan and upload documents:**
    a. Contract
    b. Change order

11. **Submit Contract Payment**

12. **Scan and upload documents:**
    a. Contract Payment

13. **Program office reviews scanned documents**

14. **Office of Administration issues payment**