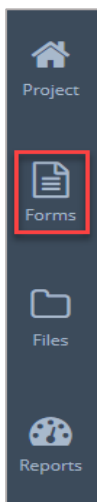


## Contingency Draw Requests

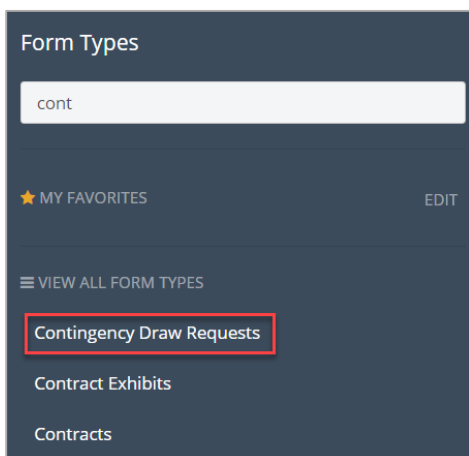
This form must be submitted by the General Contractor to request use of in project contingency funds. Funds will not be released without approval of this document by the DGS Project Manager.

### Creating a Contingency Draw Requests

1. Within the project, click the **Forms** icon on the left navigation pane.




2. In the search field, begin typing **Cont** and the form will appear in the forms list. Click the **Contingency Draw Requests** to open.



3. The **Contingency Draw Requests** will open. Click the **New** button in the top right corner of the screen or the **Create New Contingency Draw Requests**.

Contingency Draw Requests shared with me

New Print ...



You have no Contingency Draw Requests yet  
Once you have access to Contingency Draw Requests, they will show here.

Create New Contingency Draw Request

4. Enter the title of the document in the **Subject** field. Note, this is a required field and information must be entered to save the document.

Subject \* Required

Type the Subject

5. Enter the **Original Contingency Amount**.

Original Contingency Amount

\$0.00

6. Enter the **Previous Contingency Draws Total**.

Previous Contingency Draws Total

\$0.00

7. Enter the **Remaining Contingency Balance**.

Remaining Contingency Balance

\$0.00

8. Enter the new contingency **Requested Draw Amount**.

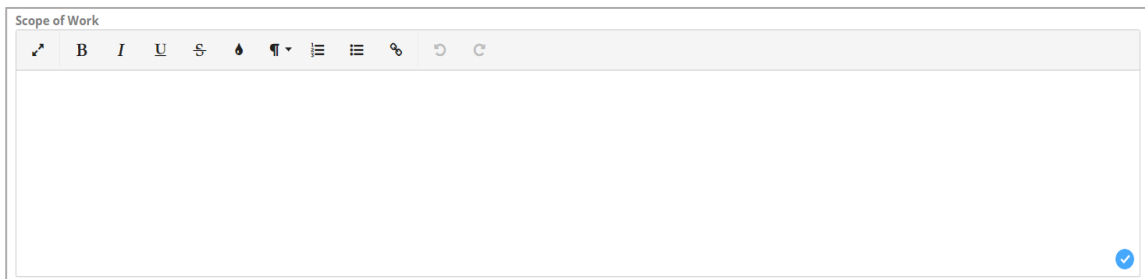
Requested Draw Amount

\$0.00

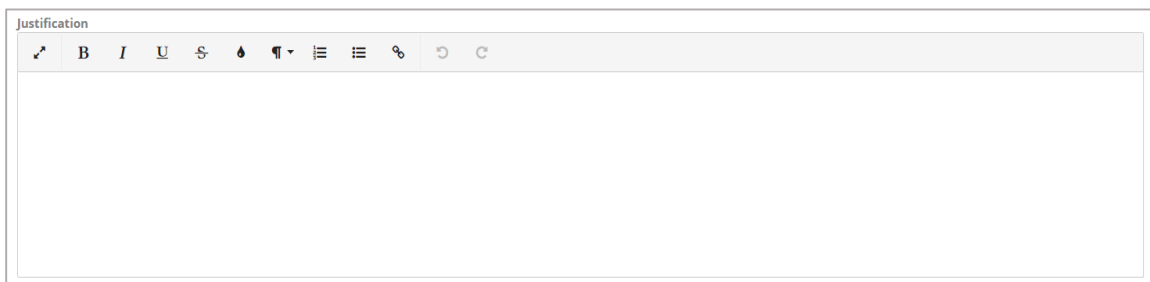
9. Click inside the **Division** field and select the division from the drop down list. If the list is long start typing the division and the list will begin to populate based on the information entered.

A rectangular input field with a light gray border. The word "Division" is written in a small, dark font at the top left of the field. The rest of the field is empty and has a light gray background.

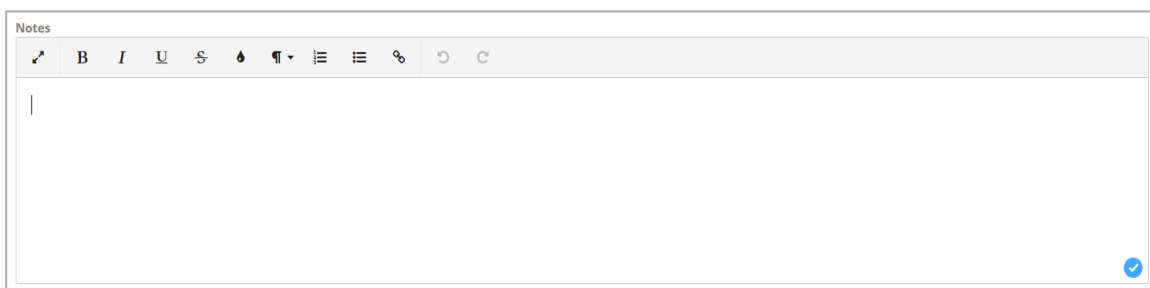
10. Enter the **Scope or Work**. You may copy and paste from a document or a different program.

A text editor window titled "Scope of Work". It has a light gray header bar containing a toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, redo, and undo. The main area is a large white text box. A blue checkmark icon is in the bottom right corner.

11. Enter the **Justification**.

A text editor window titled "Justification". It has a light gray header bar containing a toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, redo, and undo. The main area is a large white text box. A blue checkmark icon is in the bottom right corner.

12. Enter any applicable information in the **Notes** field.

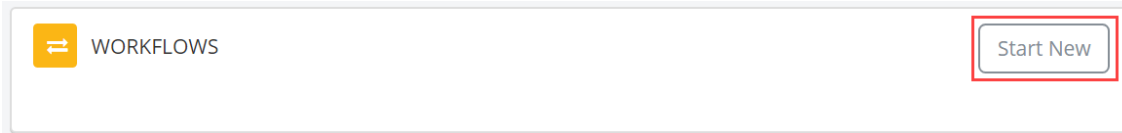
A text editor window titled "Notes". It has a light gray header bar containing a toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, redo, and undo. The main area is a large white text box with a vertical cursor at the top left. A blue checkmark icon is in the bottom right corner.

13. Press the **Save & Share** button located in the top right corner and share the document with the Executive Program Manager (EPM), Senior Project Manager (SPM), the Project Manager (PM) and the Assistant Project Manager (APM).

A button with a red border. It is divided into two sections. The left section is white with the word "Cancel" in red text. The right section is green with the text "Save & Share" in white, followed by a white downward-pointing triangle icon.

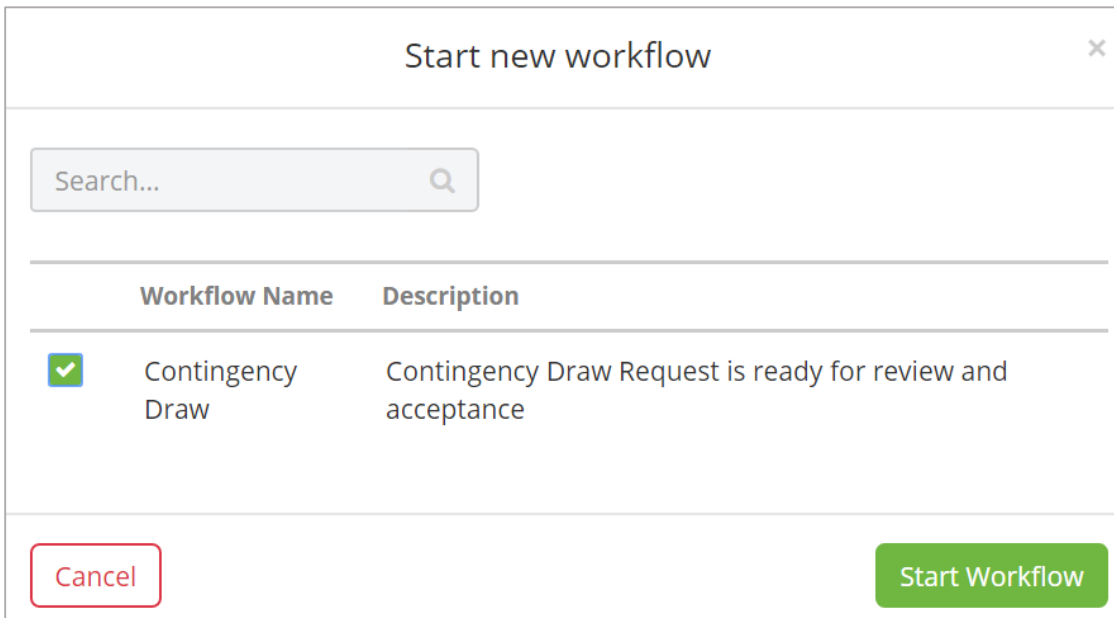
**Workflow the Contingency Draw Request (Submitting to the DGS PM)**

1. Scroll to the Workflow section of the form and click the **Start New** button.



A horizontal bar with a yellow icon of two arrows pointing right and the text "WORKFLOWS" on the left. On the right side, there is a button labeled "Start New" which is highlighted with a red rectangular box.

2. Click the **checkbox** beside the workflow title and press the **Start Workflow** button.



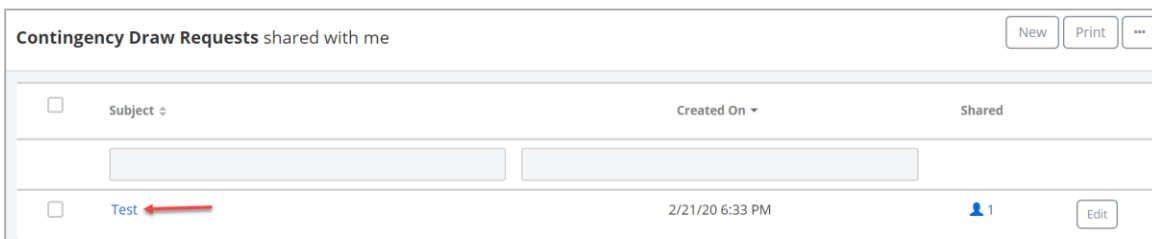
A dialog box titled "Start new workflow" with a close button (X) in the top right corner. It features a search bar with the placeholder text "Search..." and a magnifying glass icon. Below the search bar is a table with two columns: "Workflow Name" and "Description".

	Workflow Name	Description
<input checked="" type="checkbox"/>	Contingency Draw	Contingency Draw Request is ready for review and acceptance

At the bottom of the dialog box, there are two buttons: a "Cancel" button on the left and a green "Start Workflow" button on the right. The "Cancel" button is highlighted with a red rectangular box.

**Review and Approve the Contingency Draw Request**

1. Open the **Contingency Draw Request** form log and click **the title of the Contingency Draw Request** to open the document.

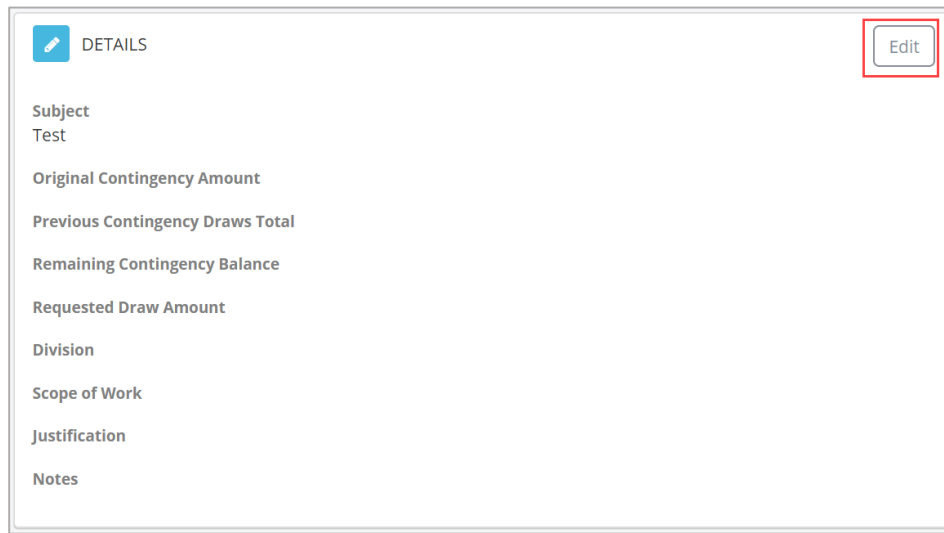


A table titled "Contingency Draw Requests shared with me" with buttons for "New", "Print", and a menu icon (three dots) in the top right corner. The table has three columns: "Subject", "Created On", and "Shared".

	Subject	Created On	Shared
<input type="checkbox"/>	Test	2/21/20 6:33 PM	1

A red arrow points to the "Test" entry in the "Subject" column. An "Edit" button is located to the right of the "1" in the "Shared" column.

2. Review the information in the **Details** section.



**DETAILS**

Subject  
Test

Original Contingency Amount

Previous Contingency Draws Total

Remaining Contingency Balance

Requested Draw Amount

Division

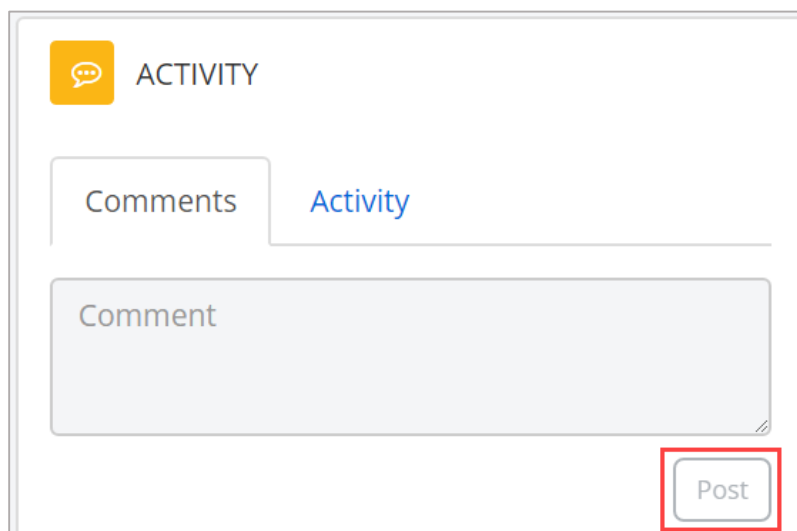
Scope of Work

Justification

Notes

Edit

3. If you wish to start a discussion about the request, enter this in the **Comments** section of the form and press the **Post** button. (Please make sure notifications for Comments for you and your team are turned on. The steps to set this up are in the My Page Quick Reference Guide).



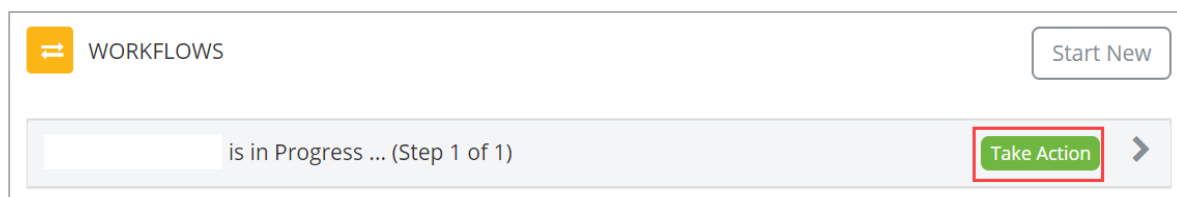
**ACTIVITY**

Comments Activity

Comment

Post

4. To approve or reject the request, scroll to the Workflow section and click the **Take Action** button.



**WORKFLOWS**

Start New

is in Progress ... (Step 1 of 1)

Take Action

- a. Click the **Pass** button to approve the Contingency Draw Request and click the **Take Action** button to complete the step. If you press **Cancel**, this will reject the Contingency Draw Request. Make sure to enter any notes related to the approval or rejection in the **Notes** field.

**Your action**

☒ **Pass**  
Mark as "Passed" and move forward to the next step

☐ **Cancel**  
Mark as "Cancelled" and stop the workflow

**Notes**

Notes

Cancel

Take Action