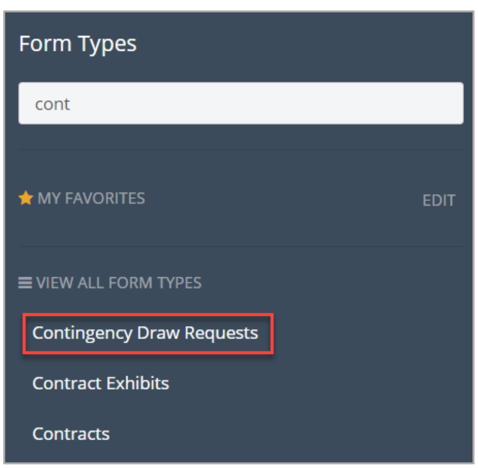
Contingency Draw Requests

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.

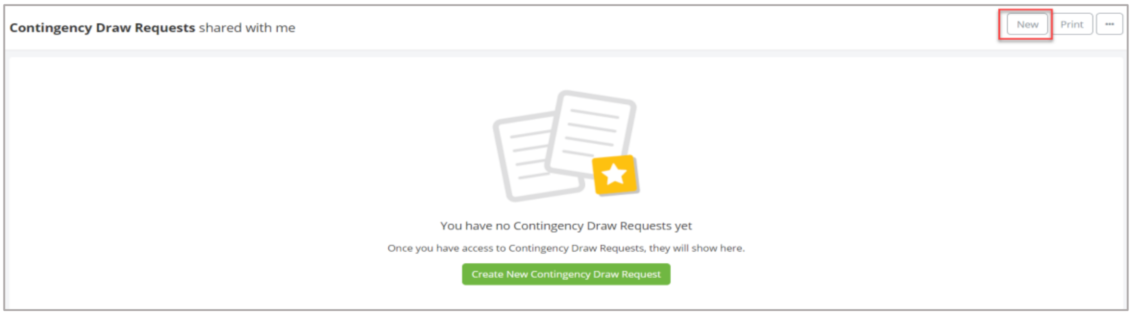
Creating a Contingency Draw Requests

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**.



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.

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

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

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

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

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.

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

11. Enter the **Justification**.

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

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).

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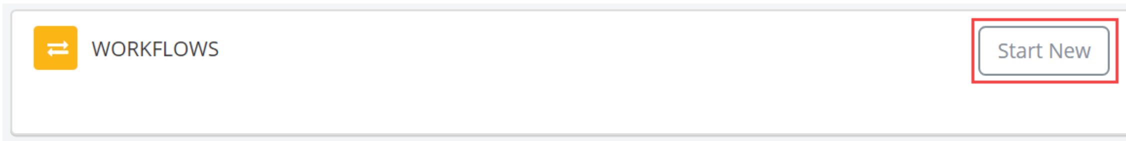
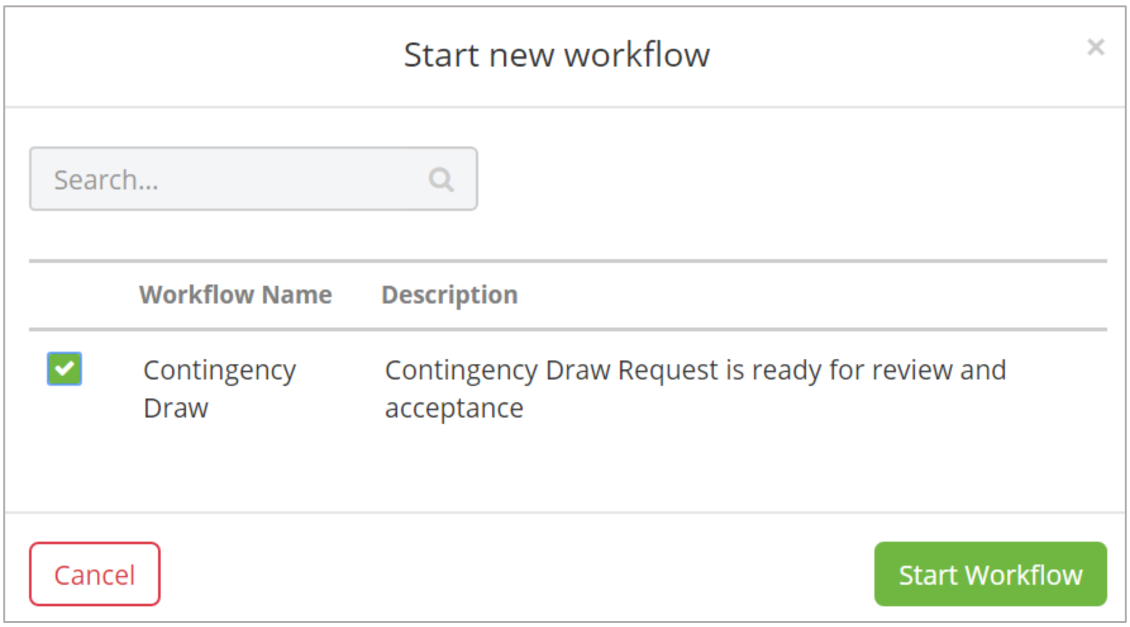
Workflow the Contingency Draw Request (Submitting to the DGS PM)

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

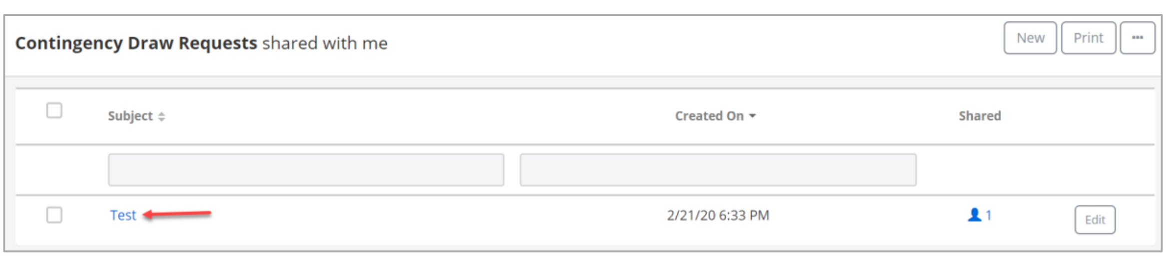


2. Click the **checkbox** beside the workflow title and press the **Start Workflow** button.



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.



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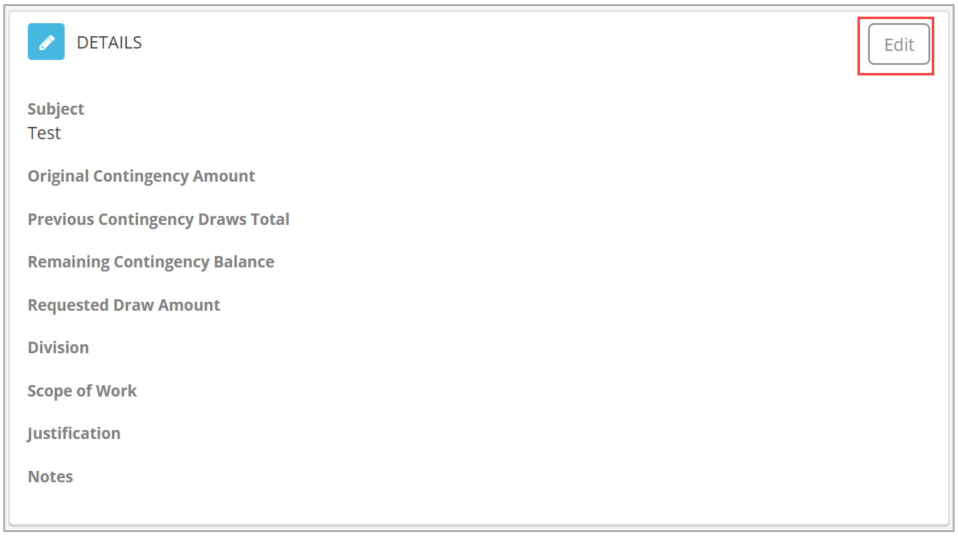
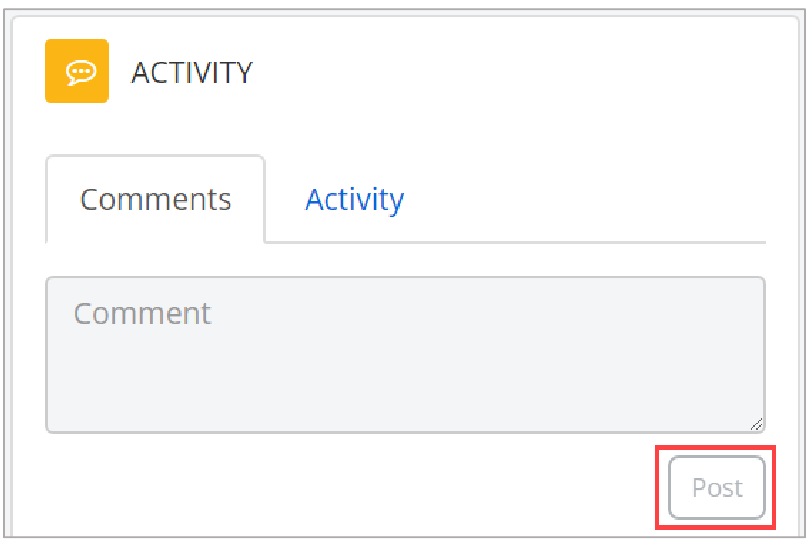
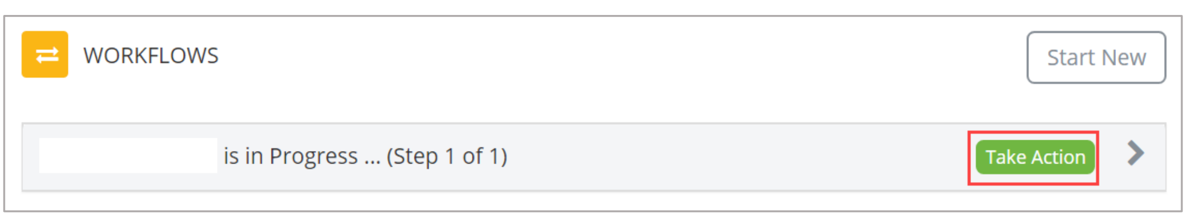
2. Review the information in the **Details** section.



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).



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



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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.