



# Workflow Status: Contract Pre Approval

## Workflow Information

**Initiator:** Ashleigh Kitt **Item:** Connecting Point Public Authority - Enrollment and Timesheet Services  
**Started:** 4/23/2020 12:21 PM **Status:** Approved  
**Last run:** 5/29/2020 1:40 PM

## Tasks

This workflow created the following tasks. You can also view them in [Contract Pre Approval Tasks](#).

| <input type="checkbox"/> Assigned To                      | Title  | Due Date  | Status    | Related Content   | Outcome  |
|---|--|-----------|-----------|---|----------|
| <input checked="" type="checkbox"/> Kelly Carpenter       | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/3/2020  | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |
| <input checked="" type="checkbox"/> Laurel Foster         | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/3/2020  | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |
| <input checked="" type="checkbox"/> Mali Dyck             | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/14/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |
| <input type="checkbox"/> Contracts Group County Counsel   | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/14/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> |          |
| <input checked="" type="checkbox"/> Jamie Hogenson        | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/14/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |
| <input checked="" type="checkbox"/> Nick Poole            | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/14/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |
| <input type="checkbox"/> Contracts Group Insurance        | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/15/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> |          |
| <input checked="" type="checkbox"/> Ashleigh Kitt         | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/15/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |
| <input type="checkbox"/> Contracts Group Auditor Approval | Please approve Connecting Point Public Authority - Enrollment and Timesheet Services | 5/23/2020 | Completed | <a href="#">Connecting Point Public Authority - Enrollment and Timesheet Services</a> | Approved |

## Workflow History

The workflow recorded these events.

| <input type="checkbox"/> Date Occurred | Event Type         | User ID         | Description   | Outcome  |
|--|--------------------|-----------------|---|--|
| 4/23/2020 12:22 PM                     | Workflow Initiated | Ashleigh Kitt   | Approval was started. Participants: Kelly Carpenter;Laurel Foster;Mali Dyck;Contracts Groups County Counsel;Nick Poole;Contract Group Insurance;Contracts Group Auditor Approval            |  |
| 4/23/2020 12:22 PM                     | Task Created       | Ashleigh Kitt   | Task created for Kelly Carpenter. Due by: 5/3/2020 12:22:07 PM  |  |
| 4/23/2020 12:22 PM                     | Task Created       | Ashleigh Kitt   | Task created for Laurel Foster. Due by: 5/3/2020 12:22:07 PM  |  |
| 4/23/2020 1:03 PM                      | Task Completed     | Kelly Carpenter | Task assigned to Kelly Carpenter was approved by Kelly Carpenter. Comments: Reviewed and approved.  | Approved by Kelly Carpenter                    |
| 5/4/2020 7:05 AM                       | Task Completed     | Laurel Foster   | Task assigned to Laurel Foster was approved by Laurel Foster. Comments: Approved. I made some minor typo changes and have a couple of comments.   | Approved by Laurel Foster                      |
| 5/4/2020 7:05 AM                       | Task Created       | Ashleigh Kitt   | Task created for Mali Dyck. Due by: 5/14/2020 7:05:55 AM  |  |
| 5/4/2020 8:07 AM                       | Task Completed     | Mali Dyck       | Task assigned to Mali Dyck was approved by Mali Dyck. Comments:   | Approved by Mali Dyck                          |
| 5/4/2020 8:07 AM                       | Task Created       | Ashleigh Kitt   | Task created for Contracts Groups County Counsel. Due by: 5/14/2020 8:07:19 AM  |  |
| 5/4/2020 8:09 AM                       | Task Completed     | Cassandra Smith | Task assigned to Contracts Groups County Counsel was delegated by Cassandra Smith. Comments:  | Delegated by Cassandra Smith to Jamie Hogenson |
| 5/4/2020 8:09 AM                       | Task Created       | Ashleigh Kitt   | Task created for Jamie Hogenson. Due by: 5/14/2020 8:07:19 AM   |  |
| 5/4/2020 2:24 PM                       | Task Completed     | Jamie Hogenson  | Task assigned to Jamie Hogenson was approved by Jamie Hogenson. Comments: I made a comment on Exh. B re: budget: I think they mean July 1, 2020 to June 30, 2021.                           | Approved by Jamie Hogenson                     |
| 5/4/2020 2:24 PM                       | Task Created       | Ashleigh Kitt   | Task created for Nick Poole. Due by: 5/14/2020 2:24:34 PM   |  |
| 5/5/2020 12:02 PM                      | Task Completed     | Nick Poole      | Task assigned to Nick Poole was approved by Nick Poole. Comments: Added cyber liability coverage for \$2M. The contractor will have access to software database with sensitive information. | Approved by Nick Poole                         |
| 5/5/2020 12:02 PM                      | Task Created       | Ashleigh Kitt   | Task created for Contract Group Insurance. Due by: 5/15/2020 12:02:19 PM  |  |

|                    |                    |                  |  |  |
|--------------------|--------------------|------------------|--|--|
| 5/5/2020 1:39 PM   | Task Completed     | ■ Marianne Mason | Task assigned to Contract Group Insurance was delegated by Marianne Mason. Comments: Insurance complete. Need encumbrance. | Delegated by Marianne Mason to Ashleigh Kitt   |
| 5/5/2020 1:39 PM   | Task Created       | ■ Ashleigh Kitt  | Task created for Ashleigh Kitt. Due by: 5/15/2020 12:02:19 PM  |  |
| 5/13/2020 11:54 AM | Task Completed     | ■ Ashleigh Kitt  | Task assigned to Ashleigh Kitt was approved by Ashleigh Kitt. Comments:  | Approved by Ashleigh Kitt  |
| 5/13/2020 11:54 AM | Task Created       | ■ Ashleigh Kitt  | Task created for Contracts Group Auditor Approval. Due by: 5/23/2020 11:54:42 AM   |  |
| 5/29/2020 1:40 PM  | Task Completed     | □ System Account | Task assigned to Contracts Group Auditor Approval was approved by Linda West. Comments:                                    | Approved by Linda West   |
| 5/29/2020 1:40 PM  | Workflow Completed | ■ Ashleigh Kitt  | Approval was completed.  | Approval on Connecting Point Public Authority - Enrollment and Timesheet Services has successfully completed. All participants have completed their tasks. |