BUSINESS AFFAIRS MEMORANDUM 2019-03

TO:	**All Departments**
FROM:	**Paul Forte** **Vice Chancellor for Business Affairs**
DATE:	**April 4, 2019**
REFERENCE:	**Total Contract Manager Electronic Submissions**

Effective July 1, 2019, paper Contracts for Independent Personal Service, and Contracts for Guest Speakers, will no longer be accepted. You will be required to enter all requests in Total Contract Manager within Yo-Mart.

You may choose to migrate to the electronic system at any time prior to July 1, 2019, but paper forms will no longer be accepted after that date.

If you have questions regarding the use of TCM, the online tutorial and instructions are found in the Resource section located at https://systems.appstate.edu/yo-mart. You may also contact Clint Coffey in Business Systems (x6114, coffeycg1@appstate.edu) should you need assistance with the transition to the electronic system.

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