

**To:** purchmerge@mail.pitt.edu

**Sent:** February 19, 2018

### **DocuSign Use with Purchasing-Related Documents**

Beginning in fiscal year 2017, the PantherExpress - Purchasing Services Department started using DocuSign software offered by CSSD to electronically sign contracts between the University and its service providers. The process has made the routing of contracts for signatures much easier, faster, and efficient.

Purchasing policies and the University allow PantherExpress – Purchasing Services to accept purchasing-related documents signed through DocuSign. You may use DocuSign to:

- execute the [Services Agreement \(Short Form - Domestic\)](#) with domestic service providers for purchases of \$10,000 or less;
- execute contracts with [Signature Venues](#) valued at \$10,000 or less; and
- obtain requester and approver signatures on the [Directed or Sole Source Justification form](#) before attaching them to requisitions in the PantherExpress System, as necessary.

In December 2017, CSSD released an update to DocuSign that improved the user interface and experience. CSSD has provided information about DocuSign on its [site](#), including information about key benefits, how to get started, resources for optimizing the use of the tool, and many helpful training videos. Please note that training and assistance on the use of DocuSign is provided by CSSD, not by PantherExpress Customer Service.

To begin using DocuSign, visit your [My Pitt Portal](#), click **DocuSign link** on the right-hand side of the page. For assistance with using DocuSign, contact the Technology Help Desk at 412-624-HELP (4357) or submitting a request online at [technology.pitt.edu](#).

If you have questions regarding the use of DocuSign for purchasing-related documents or attaching files to your requisition, please contact PantherExpress Customer Service by submitting a [web inquiry](#) or calling 412-624-3578.