

## **FAQ for LESCOR (Legal Services Contract Review) Application**

### **1) What is LESCOR?**

LESCOR is the tool used to submit contracts for review by Northside Legal Services.

### **2) Who can submit a contract to be reviewed by Legal Services?**

Managers, Directors and Vice Presidents may submit a request for a contract review from Legal Services. Any requests less than or equal to \$250k must have the Director's approval, and any requests over \$250k must have the Northside System Vice President's approval.

### **3) What is the difference in the contract review approval and the actual contract approvals?**

The contract review approval requires the signatures referenced above to have the contract reviewed by Legal Services. Once reviewed, and if determined that Northside wants to move forward with the contract, there are additional signature levels required. Those can be found in the Contract Management Policy and Procedure.

### **4) How do I know my username and password?**

Your username and password are the same as your network login, so whatever you use to log in to your computer will work in LESCOR. Only Managers, Directors and Vice Presidents are able to log in to LESCOR.

### **5) What if I am unable to log in or the names in the department list are wrong?**

Please contact Kristen Moody by email or 404-851-8293.

### **6) What if I don't know for sure about a yes/no question?**

Please select one of the answers, but then add notes to explain in the "additional comments" section at the end of the form.

### **7) How do I know if a contract review request is awaiting my approval?**

You will see a list of contracts under the "Approve Contracts" tab. If you are one of the primary assignment levels, you will also get an email notification once it is in your queue to review.

### **8) How do I approve or deny a contract review request?**

Select the contract from the list in your "Approve Contracts" tab and scroll to the bottom of the form. You may add comments in the comments box, and then click on "Approve Form" or "Reject Form" below the comments.

### **9) Can I see the status of a contract review requests once I have submitted it?**

Yes, you can see the contract review requests in the "Browse Contracts" tab along with the status of that request.