

**DocuSign INFORMATION FOR SLPA INTERNSHIP – Please note!**

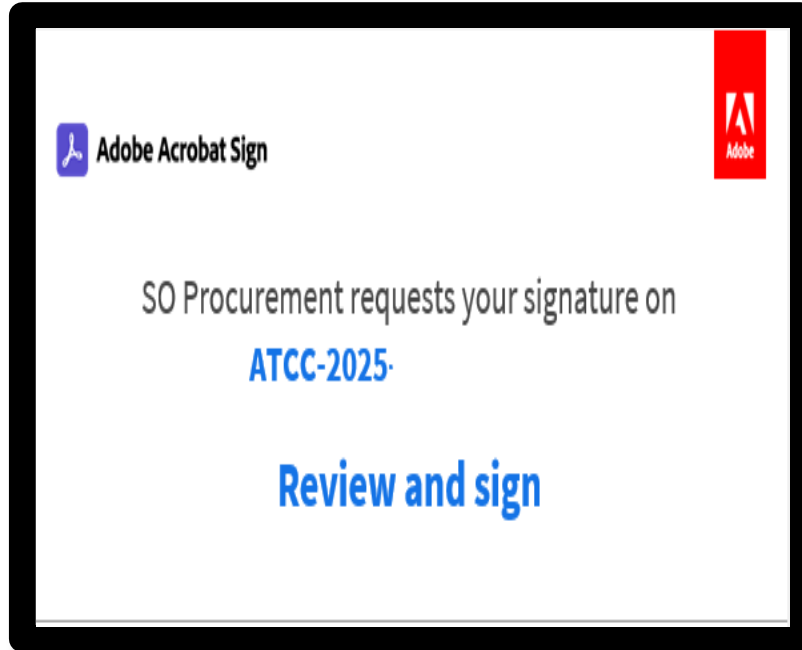
Once the necessary forms have been submitted to ATCC's SLPA Program Director, ATCC's Business Office will proceed to generate the contract agreement. Having this agreement in effect is a prerequisite for our Accounts Payable department to initiate the payment process.

**1) Facility or School District Contract Signer**

- a. Please watch for an email with this in the subject area.
- b. Here is what the email subject line looks like when individuals receive the DocuSign request

SO Procurement via Adobe Sign [adobesign@adobesign.com](mailto:adobesign@adobesign.com)  
Signature requested on "ATCC-2026-

- c. This is what the body of the email will look like
- d.



Have inquiries? Feel free to reach out to:

Nancy Thul  
SLPA Program Director/Instructor  
[nancyt@alextech.edu](mailto:nancyt@alextech.edu)  
(320)762-4523