

# LASERFICHE TRAINING

06/22/2017

## Where to find the Legal Forms to Fill Out?

1. Go to: <http://www.mohican.com>
2. Go to: Government→Legal
3. Scroll down to the "Tribal Contract Forms" or "Casino Contract Forms" area and select the type of contract you are trying to initiate.

### Tribal Contract Forms

- ↻ Construction Contract
- ↻ Employment Agreement
- ↻ First Amendment to Professional Services Agreement
- ↻ Housing Construction Contract (Project over \$10,000)
- ↻ Housing Construction Contract (Project up to \$10,000)
- ↻ Pine Hills Use Agreement
- ↻ Road Construction Contract
- ↻ Sales Contract
- ↻ Timber Contract
- ↻ Tribal Non-Disclosure Agreement

### Casino Contract Forms

- ↻ Casino Agreement For Services
- ↻ Casino Master Professional Service Agreement with Scope of Work
- ↻ Casino Professional Services Agreement
- ↻ Casino Scope of Work to use with Master Agreement
- ↻ North Star Casino Entertainment Contract
- ↻ Rider To Gaming Related Contracts

4. When you click on the Form it will automatically download the Form to your computer.

Example

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made by and between the **Stockbridge-Munsee Community** ("Tribe") d/b/a **Mohican North Star Gaming and Resort** ("Casino"), whose address is W12180 County Road A, Bowler, WI 54416, and

("Contractor"), whose address is

In consideration of the mutual terms, conditions and covenants hereinafter set forth, Casino and Contractor agree as follows:

1. The Casino hereby hires the Contractor as an independent contractor to provide services in accordance with this Agreement and Contractor agrees to provide such services.
2. This Agreement shall commence on  and terminate on  or upon full completion of the Services. Either party may terminate this Agreement,

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5. Once completely filled out, click File>>Save As to the desktop or where you will remember it.

## How to submit Contract Review Request Form?

1. Go to: <http://admlasf/forms/contracts>
2. Complete this online form. [Make sure to fill out all the required fields with an \\*](#).

### Contract Review Request Form

This form is used in order to initiate the process for supervisory, financial and legal review of contracts, grants, credit applications, and other types of agreements so that they can be approved for signature. Information marked with an asterisk (\*) must be provided in order to submit the contract. An electronic copy of the contract and its supporting documents should be attached to this form (they can be uploaded at the end of the form).

Location\*

Contract Identifier  
(Name of Contract)\*

Type of Contract

Contract Amount\* \$

Start Date of Contract

End Date of Contract

Requestor Name\*

Requestor Email\*

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Location\*

### Department/Departments

Department 1\*

[Add](#)

Contract Identifier (Name of Contract)\*

Type of Contract

Contract Amount\* \$

Start Date of Contract

End Date of Contract

3. At the end of the form, upload the file you created and saved; along with any other files you wish to upload

### Comments

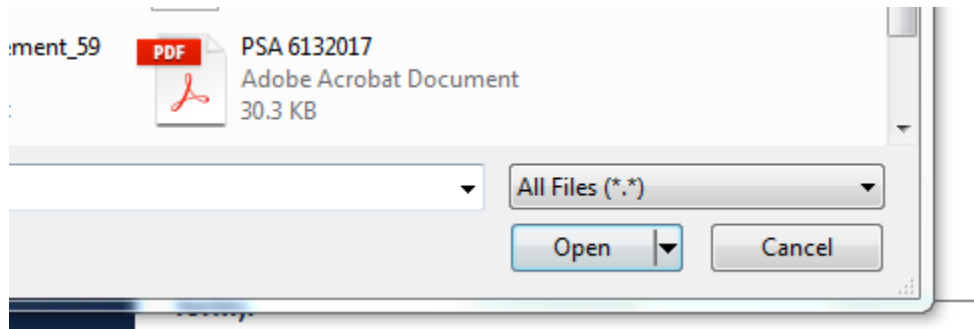
[Click here to upload files](#)

Attach contract and any supporting documents such as evidence of bidding and applicable Council motions

Example 4

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4. Click Submit
5. Your contract has been submitted

### How to Check on the Status of your Contract?

1. **Go to:** <http://admlasf/Forms>
2. **Sign in** to view the contracts you have submitted
3. This only works if you have a license. If you don't, you need to contact the person in your department that does have a license.

Sign In

Username

Password

Remember me