On-Line Contracts

Starting August 19, 2019, all contracts will be done online.

Step 1: The online form is the same as the paper form. The link will replace the paper form on the Business Departments Website.
The direct link: forms.galenaparkisd.com/forms/contractapproval
Fill out the form, attached the contract and any other needed documents, submit.

Step 2: Budget Managers will receive the email pictured in the box below.

1. Click on the Hyperlink.
2. As indicated on the Sign In Directions graphic; Type FINANCE in the first box
3. In the second box, before your username type: galenaparkisd\
   example: galenaparkisd\[illegible]