

Laserfiche Contract Submission Process

March 2026

[LF Contract Submission & Refresher Training 2026](#)

In this document:

- **How to submit a Contract**

Check boxes to Confirm necessary pre-requisites are met –

1. Document is the final version and does not need to be notarized or recorded
2. Contract to be signed has been scanned or converted to a .tif file format
3. Document(s), especially past amendments and original contracts, have been clearly named

Vendor should sign first unless it is with a federal, county or state agency.

[Contract Requirements give legal guidance on what is required in EVERY agreement.](#)

Click “Instructions” to expand or hide list for review for explanation of each field

Fill in required fields according to Instructions

- ***Notes required fields**

Notes of Interest:

- a. Amendments and their # must be identified
 - i) Attach all preceding amendments and the referring contract.
 - ii) Can be uploaded as any format
- b. Contact Person Department will determine file location in Laserfiche.
- c. Contract Type can be reviewed by searching the hyperlinked Document Dictionary for examples of each contract type.
 - a. PRE-SIGNED is **ONLY** used for fully completed executed agreements
- d. Vendor #, Account #, and Purchase Order # may be added once they are made available in the approval process.
 - i) Account # must be at least 9 digits
 - ii) More than one Account # can be added
 - iii) Account # can be removed by clicking on the ‘x’ to the right
- e. Contract Summary to be filled in following the template provided.
 - i) [WHAT] description must be as detailed as necessary to appropriately describe the contract’s conditions.

- ii) Do not leave any brackets.

Deadline Info

Contract Summary *

[WHO] is paying [WHOM] for [HOW MUCH] for [WHAT]

Attachment Instructions

1. Only the Contract to be signed must be .tif / .tiff format.
 - a. TIFF conversion guide can be found [here](#).
2. Unless the contract is with a federal, state or county entity, it should be signed by the other party first.

If they are unwilling to sign first, then direct them to the Office of the City Attorney who will inform them the mayor is required to sign last.
3. Support Documents – additional documents as requested by approver; insurance, bids, past amendments, other
 - a. Can be any format
4. Mayor Memo –
 - i) Brief Explanation in plain language WHY the City should participate in the agreement or purchase (no more than 1 page)
 - ii) Brief Explanation in plain language what is the agreement
 - iii) How much is the cost
 - iv) Does the contract auto-renew

Contract to be Signed *

Unless it is a Federal, State or County contract, it should be signed by the other party first. If they refuse to sign first, then the agreement with the Mayor signature will be needed to be scanned and sent to the vendor and an executed copy sent to the Clerk's office.

Contract 2018-000093 - ENG.tif 7.61MB

(TIF format only)

Page Number(s) to be signed *

1 - Mayor, Clerk
8 - Attorney

Support Documents

Insurance, Bids, Amendments, Other, Etc

Upload File

File Type

[Add Supporting Document](#)

Mayor Memo *

• Brief Explanation in plain language what the City is agreeing or purchasing (no more than 1 page) • How much is the cost • Does contract auto-renewal • Page # for signature

Did you attach the original contract and all prior amendments?*

Yes

Pop Up Questions:

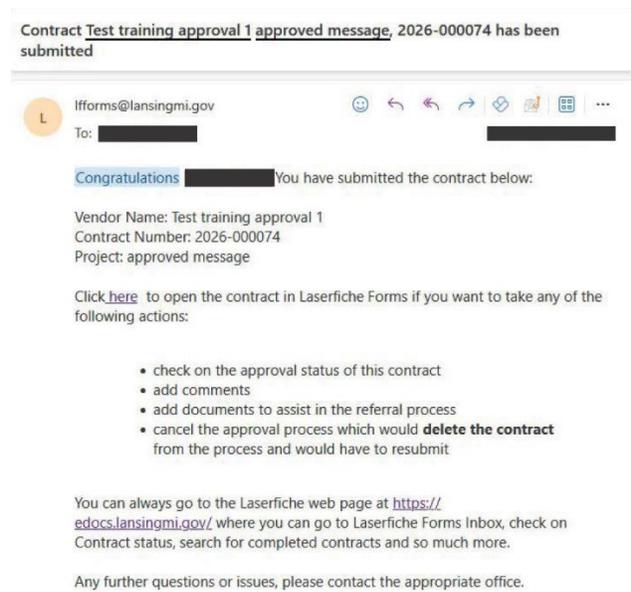
- i) Did you attach the original contract and all prior amendments?
 - a. Confirm that this step has been completed.
- ii) Records Management Document Type

- a. The majority will be Agreements, Contracts, Leases
- b. Bids/Quotes
- c. Other when unsure about the correct type.
 - i. Retention Policy PDF may be consulted to confirm the type.
- d. The submit button will only appear after document type is selected.

Congratulations! You did it!

You will receive an email titled “Contract [Vendor Name] [Project Name], [Contract #] has been submitted” from lfforms@lansingmi.gov.

- i) Contract Number will be generated upon submission and generally appear as 2026-000XXX.
 - a. Contract number with year included is best way to search for it.
- ii) **Click [here](#)** will directly link to the contract and the actions you take with it in Laserfiche Forms.
- iii) Submitted contracts may take up to four weeks to be fully approved by all departments.
 - a. If an expedited review process is required, please contact the Office of City Attorney’s legal clerk ASAP.



Alternatively, you may locate the submitted form in Laserfiche Forms [here](https://edocs.lansingmi.gov/Forms/Home/Tasks).
(<https://edocs.lansingmi.gov/Forms/Home/Tasks>)