

What is Euna?

An online tool (formerly known as Bonfire) that helps manage contracts and e-bid to make buying things easier and more organized.

Here's what it does:

- **Manage Bids:** Helps gather and manage offers from suppliers when buying goods or services.
- **Organize Suppliers:** Keeps track of suppliers and helps choose the best ones
- **Track Contracts:** Monitors contracts to ensure everything is delivered on time and correctly.
- **Fair Evaluations:** Allows teams to review and score bids in a fair, easy-to-use system.

It makes the whole process simpler, faster, and ensures everything is done properly.

When is Euna used?

You will most likely have to use Euna to submit a vendor document that needs a signature, such as:

- LifeTouch Photo & Yearbook Services,
- Thinkery Field Trip agreements,
- Independent Contractor documents for Employee PD or Digital Coaching
- Educational Software proposals
- Prom Venue Rental & Catering Services
- Academic Consulting
- Fine Arts Clinician

Why do these have to be submitted on Euna?

- Documents that need a signature have been uploaded to Euna for the CFO's review, as only he and the superintendent are authorized to sign them.

What happens if an employee such as a principal signs a vendor agreement or contract?

- By signing you could assume personal financial responsibility for the services.



You should be using the updated [Euna Checklist](#) when uploading a contract for signature