

Procedure for Contracts/Agreements

The Office of the Assistant Superintendent, Business Services reviews all Contracts/Agreements prior to being sent to Board for approval as well as maintains a Contract/Agreement file. With the exception of the electronic BoardDocs, nothing has changed from the procedure previously established regarding Contracts/Agreements.

To ensure that each Contract/Agreement is seen and there is budget, please do the following:

1. Department secretary will send at least two original Contracts/Agreements and a copy of the BoardDoc to Business Services not less than thirty (30) days in advance of desired Board action on the Contract/Agreement
 - a. The agreement should include an original signature from the contractor.
 - b. Areas for signature should be clearly identified by using a signature flag
 - c. All exhibits, attachments, terms & conditions, sole source justification form or other related documents must be forwarded to Business Services, and that you have read, and can comply with the terms & conditions
2. Business Services secretary will compare against the previous year's Contract/Agreement
 - a. All Contracts/Agreements must accompany a completed and signed "Contract/Agreement Checklist" form.
 - b. Renewal of Contracts/Agreements will also be forwarded to Fiscal to confirm budget
3. Business Services secretary will place approval stamp on the Contract/Agreement
 - a. The stamped Contract/Agreement will then be scanned and forwarded via email to the Department secretary who is submitting the BoardDoc
4. Department secretary will then attach the scanned copy to the appropriate BoardDoc and continue with the regular BoardDoc approval process
5. Business Services secretary will then forward the previously submitted original Contract/Agreement to the Superintendent's Office to await signature after Board approval

NOTE: The Office of the Superintendent will reject all Contract/Agreement BoardDocs received without the approval stamp from Business Services. Failure to follow the above directions may result in the delay of the approval process.

Any questions regarding this procedure should be directed to Latonya Thompson at extension 14678.

