



# BULLETIN

School Sites and Departments

**SUBJECT:** Contract Approval and Routing Form 2019-20 NO. BS - 31

**TO:**

**DATE:** March 2, 2020

**PREPARED BY:**

**DEPARTMENT:**

**REVIEWED BY:**

**APPROVED:**

Business Officer

The attached **Contract Approval and Routing Form** is part of a new process for reviewing and approving contracts prior to signature by the District's Board delegated signer. The Contract Approval and Routing Form will streamline and provide more accountability to the contract approval process.

The Contract Approval and Routing Form should be used for all types of contracts. This includes, but is not limited to: contracts for services, affiliation or internship agreements, grant agreements, cost reimbursement agreements, and MOUs, even if there are no funds exchanged.

When a site or department has a contract with a third party that requires a signature, the following steps should be taken:

1. The initiator will forward the contract to the Contracts Office,
2. The Contracts Office will provide assistance in filling out the Contract Approval and Routing Form (form).
3. The initiator will have the form signed by the Principal or Department Manager indicating that they have read and agree with the terms of the agreement.
4. The Contracts Office will help determine the appropriate signer for the IAS/Cabinet Level Approval depending on the subject matter of the agreement. The initiator will then have the form signed by the IAS or Chief.
5. The last four approvals will be facilitated by the Contracts Office: Purchasing/Contracts, Legal Services, Risk Management and Final Approval.
6. The contract will be signed upon final approval of the form and when applicable, approval of a requisition and/or approval by the Board.

For further information specific to contracts for services, please refer to Bulletin BS-10, Contracting for Services at: [contracts-office-bulletins](#).

