



BULLETIN

SUBJECT: Contract Approval and Routing Form **2023-24 NO. BS - 1**
TO: All School Sites and Departments
DATE: August 1, 2023
PREPARED BY: Tina Alvarez-Bevens **DEPARTMENT:** Contracts Office
Contract Analyst
REVIEWED BY: Robert Aldama **APPROVED:** Jesse Castillo
Manager II, Purchasing Jesse Castillo,
Services Interim Chief Business
and Operations Officer

The **Contract Approval and Routing Form** is the 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, grant award notifications (GANs), cost reimbursement agreements, and Memorandum of Understandings, 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 submit a Service Agreement requisition and forward the contract to the Contracts Office, Tina-Alvarez-Bevens@scusd.edu.
2. The Contracts Office will fill out the Contract Approval and Routing Form electronically and submit for digital transaction management via DocuSign.
3. The Contracts Office will determine the appropriate signer for the IAS/Cabinet Level Approval depending on the subject matter of the agreement.
4. The last four approvals will be routed to: Purchasing/Contracts, Legal Services (when necessary), Risk Management and Superintendent and/or Chief Business Officer.
5. The contract will be signed upon final approval of the form and when applicable, approval of a requisition and/or approval by the Board.
6. The signed contract will be returned to the initiator or transmitted directly to the other party based on the instructions provided to the Contracts Office.

For further information specific to contracts for services, please refer to Bulletin BS-2, Contracting for Services at: <https://www.scusd.edu/pod/contracts-office-bulletins>.