

CONTRACT ROUTING & APPROVALS SHEET

Attach this form to:

- Agreements submitted by outside parties (*Non-TRUSD Service Agreements and Contracts*)
- ALL Memoranda of Understanding ("MOU's") written by TRUSD or outside parties

NOTE: YOU MAY KEEP THIS FORM IN WORD FORMAT; INITIALS CAN BE TYPED IN.

Name of TRUSD Initiator/Program Coordinator: _____

Name of Vendor/Agency: _____

\$ Amount of Services (enter "0" if none): \$ _____

If the amount is **Payable**, when will payments be due? _____

ACTION REQUIRED	DATE/INITIALS
1. Initiator receives outside agreement or MOU, supplies budget code here, then gathers needed information from contractor: W-9 form; Certificate of Insurance if contract is \$35K or more; Tuberculosis and DOJ/Fingerprint clearances or Contractor Certification form are required if contractor will be working with students or have school site access regularly. Budget Code(s): _____ W-9 _____ ; Insurance? _____ Contact w/Students (Y/N)? _____ ; TB? _____ ; FP? _____ ;	
2. Manager, Contracting & E-Rate Services reviews and negotiates changes; obtains input from Risk Management and Facilities, if needed; and returns contract to Initiator with comments.	
3. Facilities sign off (when applicable)	
4. Outside Vendor or Agency signs contract (if not yet signed by them.) TRUSD District Level Administrator then signs. Depending on nature and \$ amount of agreement, go to either step 5 or 6.	
5. Service Agreements < \$35,000: Budget reviews file. If incomplete, returns it to Initiator. When complete, Budget approves and signs the agreement, then forwards it to Purchasing to encumber funds and issue a Purchase Order. Agreement will be <i>ratified</i> by Board afterward. MOUs < \$35,000: Budget reviews file. If incomplete, returns it to Initiator. When complete, Budget sends MOU to Superintendent or other Authorized Signatory of the District for signature. Forwards to Purchasing. MOU will be <i>ratified</i> by Board afterward.	
6. Agreements or MOUs \$35,000 OR MORE: Budget reviews the agreement; if incomplete, it is returned to Initiator. When complete, Budget signs and forwards to Purchasing for Board Approval and Deputy Superintendent signature. After approval and signature, Agreement is returned to Purchasing for encumbrance of funds and issuance of PO.	
7. PURCHASING will send a copy of the Agreement or MOU to the vendor/agency, and original doc's and Goldenrod PO to the Initiator.	
8. Contractor may now begin work. PO no. is required for payment of invoices.	