



Mansfield Independent School District
CONTRACT REVIEW AND APPROVAL FORM GREATER THAN \$50,000

EMPLOYEE INFORMATION:

Date: _____

Campus/Dept.: _____

Contract With: _____

Purpose of Contract: _____

Date Final Approval Needed By: _____

Please submit at least thirty days before need by date.

CHECK ALL THAT APPLY:

- ___ New Contract
___ Renewal
___ Contract requires the expenditure of \$_____ from account code_____
___ Requisition Attached
___ No funds are involved in execution of contract
___ Technology Approval Email Attached (if contract involves any form of technology - ex. software, hardware)
___ Other_____

APPROVAL:

I have read and reviewed the proposed contract and the proposed contract correctly states the desired objectives and obligations.

Originator/Employee _____

Principal or Director _____

Procurement Process Confirmed: _____

Date: _____

Director of Purchasing _____

Contract Approved: _____

Date: _____

Associate Superintendent of Business and Finance _____

If required: _____

Date: _____

Superintendent _____

Comments: _____

Route this completely signed form with the contract to the Business Office for review. If approved, the Business Office will forward the signed contract back to the campus or department secretary. Unless otherwise indicated, the campus or department is responsible for returning signed contract to the vendor.