



Mansfield Independent School District
CONTRACT REVIEW AND APPROVAL FORM LESS 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

Required ONLY for contracts greater than \$5000:
Date:

Supervising Member of Executive Council

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.