



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

Date:

Contract Approved:

Date:

Associate Superintendent of Business and Finance

Date:

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.