

# Barre Unified Union School District

Contract Review Form-Updated August 3, 2021

(For Internal Use Only)

This Contract Review Form must be completed and attached to any contract submitted for authorized signature by the Superintendent or Business Manager. Administrators/Directors who are procuring and originating the contract for signature should read and review the scope of work, business terms of the contract with due care and verify that they accurately reflect the terms negotiated between the parties.

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Reviewed and Recommended By:

\_\_\_\_\_  
Originating Employee (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Email Address/Extension

Originating Employee Comments (must include purpose of the contract, dollar amount, and term of contract):

Reviewed and Recommended By:

\_\_\_\_\_  
Admin. Assist. to Spec. Ed. Directors or  
Admin. Assist to Curriculum Director  
Admin. Assist to Principal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Account #: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_

\_\_\_\_\_  
Director/Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS SIGNATURE FORM SHOULD BE RETURNED TO THE ADMINISTRATIVE ASSISTANT AND RETAINED WITH THE FULLY EXECUTED VERSION OF THE CONTRACT.