

# CONTRACT PROCEDURES

## ALL CONTRACT REQUESTS MUST BE SUBMITTED TO THE BUSINESS OFFICE AT LEAST 30 DAYS PRIOR TO THE START OF SERVICE

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1. The initiating office will gather:
  - a. Request form
  - b. Vendor Payment Form, if not on file
  - c. W-9, if not on file
2. The initiating office will send the vendor forms to Purchasing.
3. The initiating office will send the contract request form to the Assistant Superintendent of Business Operations' office.
4. The Assistant Superintendent's office will:
  - a. Log and track the progress of the contract
  - b. Complete the contract
  - c. Obtain the vendor's signature
  - d. Obtain the insurance certificates and endorsements, if applicable
  - e. If under \$10,000, Assistant Superintendent to sign
  - f. If \$10,000 or more send to the Superintendent's Office for BOE approval
5. If BOE approval is required, the Superintendent's Office will return the executed contract to the Assistant Superintendent's office
6. Once fully executed, the Assistant Superintendent's office will send the fully executed contract to the initiating office.
7. The initiating office will prepare a pending order and will attach all documents electronically.
8. Purchasing will issue the purchase order and send it to the vendor.
9. The initiating office will print its own receiving and end user copies of the purchase order, if desired.
10. The initiating office will monitor the vendor use and initiate purchase order increases and decreases.
11. The initiating office will monitor the services and submit the signed receiving copy of the purchase order once services are received.