

# Contract Approval Request Form

(complete and attach to front of contract and forward to Purchasing)

Contracts can only be signed by the **CFO, Deputy Superintendents** and the **Superintendent**. Please allow yourself enough time for contracts to be reviewed. In some cases they must be sent to our attorneys for review, which can delay processing time. When submitting contracts please state the urgency of contract approval.

Submittal Date: \_\_\_\_\_

Requesting Location: \_\_\_\_\_

Location where services will be rendered if different from above: \_\_\_\_\_

Location Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Total contract expense (for the school year): \_\_\_\_\_  N/A (revenue contract)

Funds to be used (199/240/865, etc): \_\_\_\_\_

- Additional Forms to be included:
1. [Conflict of Interest Questionnaire \(CIQ\)](#) (federal funds)
  2. [Federal Certifications](#) signed by vendor (federal funds)
  3. [Price analysis/Reasonableness form](#) (federal funds)
  4. [Quotes](#) if >\$25,000 but <\$50,000 (federal funds)
  5. [Quotes](#) if >\$25,000 but <\$50,000 (any fund other than 865 or 877)
  6. [Certificate of Interested Parties Form 1295](#) (if contract has Board Approval or valued >= \$1 Million)
  7. [Criminal Background Certification form](#) (service contracts)
  8. [Current Vendor Insurance Certificate](#) (service contracts)

Will this contract require:  ID Badge (state access level) \_\_\_\_\_  Email Access  Internet Access  N/A

Please return signed contract by (state the urgency of approval): \_\_\_\_\_

Company Name: \_\_\_\_\_ eFinance Vendor # \_\_\_\_\_

Rep Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Return signed contract to:

- Campus/department (contact listed above)  Company (contact listed above)

I have reviewed and agree to contract execution (please provide budget manager signature): \_\_\_\_\_

Business Office use only			
Received By:		Date:	
Contractor Certification Received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
TXDPS Cleared: <input type="checkbox"/> Yes <input type="checkbox"/> No	Purchasing Subscribed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Added to Calendar/Contract Log <input type="checkbox"/>			