

MOU CHECKLIST ✓



COMPLETE MOU FORM (on District e-forms)



CIVIC PERMIT (IF NEEDED, DID YOU FILL OUT REQUEST?)



DID YOU GIVE THE INSURANCE SAMPLE TO VENDOR? FOLLOW UP



PREPARE AND SUBMIT AGENDA ITEM 20 DAYS PRIOR TO BOARD MEETING



FINGERPRINTS: Send list to vendor, cc: HR



If you have a new vendor, submit W-9 to Alex Guerrero (aguerrero@tusd.net)



REMEMBER: EVEN IF THIS ITEM IS BOARD APPROVED, YOU CANNOT MOVE FORWARD UNTIL MOU FORM IS COMPLETED AND APPROVED (INSURANCE IN PLACE, FINGERPRINTS CLEARED)

