

MAMARONECK UNION FREE SCHOOL DISTRICT CONTRACT PROCEDURES

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

1. The initiating office will gather and complete the following:
 - a. A completed Contract / Amendment Request Form
 - b. Vendor Payment Form (if not already on file and current)
 - c. W-9 (if not already on file and current)
 - d. Verify insurance status in the BCS Portal and enter a vendor if needed.
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. Create the appropriate contract and Hold Harmless form if necessary
 - b. Send documents to the vendor to obtain their signature
 - c. If under \$10,000, the Assistant Superintendent will sign
 - d. If \$10,000 or more, contract will be sent 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 and a copy to the vendor.
7. The initiating office will monitor the status of the insurance progress and confirm all insurance requirements have been satisfied and a fully executed contract is in place before entering a purchase order. Once both conditions are met, 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.