

Contract Review Request Form



Requestor:

Date:

Department/Campus:

Please [click here](#) for information regarding TEA Requirements for criminal background checks.

Agency Name:

Contract Title:

Agency
Contact Name:

Email:

Phone:

Briefly summarize the specific services this contract will encompass. *(2-3 sentences)*

Contract Term Start Date:

End Date:

new contract

renewal

Estimated Contract Value:

Fund Account Name:

Org/Campus #

Requestor Signature:

Step 2

Does this contract require board approval?

Yes:

No

Board Date:

Deputy Superintendent (or) Chief Financial Officer

Print Name:

Signature:

Date:

Procurement Notes

Procurement Review

Procurement Director

Signature:

Date:



Contract Request Review Board Meeting Deadlines

2025-2026

Board Meeting Dates (Contract Projected Board Date)	Contract Review Requests Deadlines (Contract to be submitted to Procurement Department)
Monday, February 23, 2026	Monday, February 2, 2026
Monday, March 16, 2026	Monday, February 13, 2026
Monday, April 20, 2026	Monday, March 30, 2026
Monday, May 18, 2026	Monday, April 27, 2026
Monday, June 15, 2026	Tuesday, May 26, 2026
Monday, July 20, 2026	Friday, June 26, 2026

(Ex: If a proposed contract shall be presented at the November 17, 2025 Board Meeting, then the Contract Request shall be submitted to the Procurement Department no later than October, 27, 2025)