Your future. Our focus.
DAVIDSON COUNTY SCHOOLS

Guidelines for Completing Contracts

1. Contract is a fillable document.
2. Please complete Contract. See Example.
3. Once Contract information has been entered, please email the Contract to Joni Mills.
4. **Contract must be approved and signed by the Chief Finance Officer for DCS first.**
5. Once we have received approval, the Contract will be emailed to the vendor for their signature.
6. When the vendor returns the signed Contract, we will obtain the last signature from the Assistant Superintendent.
7. After all of the signatures have been obtained, Joni will email the Contract back to the Instructional Coach. Once you receive the completed Contract, your school treasurer can now enter the Purchase Order for the Contract.
8. Joni will email the PO and Contract to the vendor to place the order.

Please email or call if you have questions.