

Euna (Bonfire) Intake Checklist

Non-bond-related contracts/projects must be submitted in Euna 8 weeks prior to the start of service. The campus or department is responsible for completing the information below. This contract will be reviewed and signed by the authorized signer or designee for the District. An electronic copy of the signed and approved contract will be uploaded into Euna. Once the approved contract has been uploaded into Euna the contract owner/s will receive an email from Euna notifying them of the contract completion status. The contract owner/s will have access to the contract in which they are responsible for forwarding it to the contractor.

Contract Name: _____

Campus/Department: _____ Contact Name: _____

Budget Code: _____ Requisition #: _____

Prior to submitting to Euna please verify the following:

- ☐ Vendor is a current vendor on Skyward – (If not, the vendor will need to submit a [vendor application](#))
- ☐ Vendor has signed the contract
- ☐ Does the vendor require WiFi Access?
- ☐ Will the vendor need access to Student Data? (If yes, a [DPA](#) will need to be filled out and signed)
- ☐ Will the vendor require software installation on any devices or systems?
- ☐ Does the contract need Legal Review?

Please see the Purchase Threshold table below to to know what additional documents need to be attached to your Euna Intake:

Local Funds						Federal Funds			
	Less than \$10,000	\$10,000 to \$99,999 (Vendor is part of a CO-OP)	\$10,000 to \$99,999 (Vendor is NOT part of a CO-OP)	Over \$50,000 (Vendor is part of a CO-OP)	Over \$50,000 (Vendor is NOT part of a CO-OP)	Less than \$10,000	\$10,000 to \$99,999	Over \$50,000 (Vendor is part of a CO-OP)	Over \$50,000 (Vendor is NOT part of a CO-OP)
Support Required	1 Quote	1 Quote	3 Quotes	Competitive Procurement	Competitive Procurement	1 Quote	3 Quotes	Competitive Procurement	Competitive Procurement
Additional Forms	No	No	Quote Summary	CO-OP Award info	BID or Proposal Tabulation Form	SRER	Quote Summary , SRER	SRER , CO-OP Award Info	SRER , BID or Proposal Tabulation Form
RFP/RFQ	No	No	No	No	Yes	No	No	No	Yes
Board Approval	No	No	No	Yes	Yes	No	No	Yes	Yes
Advertising (two consecutive weeks)	No	No	No	No	Yes	No	No	No	Yes

By signing below, I confirm that I have reviewed the contract information and ensured that all required documentation has been provided.

Principal/Director Name: _____ Signature: _____ Date: _____

Department's Chief Name: _____ Signature: _____ Date: _____