

ONLINE MOU & BOARD AGENDA SUBMISSION PROCESS

SITES/DEPARTMENTS:

1. MOU approval is managed through Informed K12: The MOU and Board Agenda Submission Form can be accessed from your Informed K12 portal or from the district e-forms: [e-Forms & Informed K-12 - New Staff Portal](#)
2. Fill out your Form online. Complete the General Information section and route to your Principal or Director for signature.
3. Contracts Service Agreements are processed through Informed K12. Once the contract has been initiated and signed by the vendor, attach the signed copy in the appropriate field along with any other associated documents.
4. If applicable, contact the vendor and provide a sample insurance certificate to them if they have not already been approved on the TUSD vendor insurance lists. Insurance samples are listed in the Facility Use section and the Insurance Approval lists are in the Board Agenda Submission section of the district [e-Forms](#).
5. If a room reservation is required for the activity, a [Civic Permit](#) must be submitted. List the location and enter the permit number on the form.
6. If the contract includes significant contact with students, fingerprinting may be required. Obtain a completed [Fingerprinting Agreement for Independent Contractors](#) form and attach to the MOU routing.
7. Once the required fields are completed, attach your board agenda. You are now ready to submit. Please refer to the [schedule for Board Meeting Deadlines](#).
8. After the board approval is obtained, it will be uploaded and returned to the site/department (initiator) via Informed K12 and the contract will be released for TUSD signature. A copy of the fully executed contract will be electronically sent to both the initiator and the contractor.

NOTE

- To ensure timely processing, make sure all required documents are attached.
- Adhere to the submission deadlines, particularly for agendas that include an MOU. Agendas with an agreement and/or fingerprinting require more time to clear.