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

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1. The initiating office collects and completes the following:
    - Contract / Amendment Request Form
    - Vendor Payment Form (if a current copy is not already on file)
    - W-9 (if a current copy is not already on file)
    - Verify the vendor's insurance status in the BCS Portal. If the vendor is missing, enter the new vendor in the portal.

2. The initiating office will send:
    - the completed vendor payment form & W9 form to the Purchasing Agent
    - the contract request form to the Assistant Superintendent for Business Operations' office

3. The Assistant Superintendent's office will:
    - Draft the appropriate contract and send it to the vendor for signature
    - If the contract total is $25,000 or more, it will be submitted to the Board of Education for formal approval
    - Once the vendor has signed the contract, the Assistant Superintendent for Business Operations countersigns the document. *(Note: contracts may only be signed by the Assistant Superintendent for Business Operations or the Superintendent of Schools)*

4. Once fully executed, the Assistant Superintendent's office will send a copy of the signed contract to the initiating office and to the vendor.

5. The initiating office enters a pending purchase order in WinCap and electronically attaches all necessary documents.

6. The Purchasing Agent tracks insurance progress in the BCS system. The Purchasing Agent will only approve the pending WinCap purchase order once all insurance requirements are fully satisfied and a fully executed contract is successfully uploaded.

7. The Purchasing Agent issues the final purchase order and transmits it directly to the vendor.

8. The initiating office may print its own receiving and end-user copies of the purchase order for internal tracking, if desired.

9. The initiating office monitors vendor expenditures and submits requests for purchase order increases or decreases if necessary.

10. The initiating office monitors service delivery. Upon receipt of services, the office signs the receiving copy of the purchase order and forwards all vendor invoices to accounts payable for final payment.