Contract Committee Review Request Date: MUST BE COMPLETED IN FULL Contract/Agreement Vendor: onsultant-prof Development, etc.) in the contract purch Person Submitting Contract/Agreement for Review: PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK Principal &/or Director or Administrator: Does this Contract/Agreement utilize technology? YES NO If yes, Technology Admin: _ Cabinet Team Member: Consent Action

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

This area must be complete with full explanation of contract



