**SIGNATURE APPROVAL & ROUTING**

1) Principal/Director Name       School/Department

Principal/Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Total Cost $

3) Complete budget #

4) Contractor Name       Phone

5) Contractor Address       E-mail

6) Type of Event/Service

7) Total amount of days/hours:       days       hours

8) Date(s) of Event

9) Assistant Superintendent Instructional Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10) Assistant Superintendent Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the PTA fund this event and pay directly?  Yes  No

All contracts/agreements require a completed School Safety Provision Form and Human Resource’s approval.

REMARKS:

**ROUTE TO BRENDA HESKETT, BUSINESS SERVICES**

INSTRUCTIONS –ROUTING FORM

1. All Performance Agreements, Contracts and PTA Funded Events require a completed and signed Performance Agreement/Contract/PTA Funded Event Routing Form.
2. All Performance Agreements & Contracts are required to have Board Approval
3. The School Safety Provision Form must be completed by the Principal and signed by the Contractor.
4. Two (2) sets of contract documents are to be provided.
5. Keep a copy of all submitted contracts for your files.
6. Contract costs must be stated for the total amount of dollars to be expended annually, which must include all expenses and must include dates and times.
7. Contracts must state a finite beginning and ending date, with a period not to exceed one (1) year.
8. Contracts cannot contain an automatic renewal clause.
9. Either party may sign the contract first.
10. The Tax identification number must appear under the contractor’s signature area and on the Contract Routing Form.
11. A contract by any name, MOU, MOA, Agreement, Letter of Intent, etc. is still a contract and requires the Superintendent’s signature.
12. Original signatures are required therefore faxed contracts should not to be used (use overnight or USPS).
13. Fill in all blank lines in the contract.
14. All Performance Agreement & Contract must be accompanied by a W-9 if the District is paying directly.
15. Human Resources will determine Fingerprinting and Tuberculosis requirements.