AUTHORIZATION FOR SUPERINTENDENT'S SIGNATURE

Date: _____

Submitted to: Adam Smith, Interim Superintendent

Submitted by: _____
(Name & Department)

Office Use Only:
Board Meeting
_____

Document Type:

- ☐ Agreement
- ☐ Contract
- ☐ Grant
- ☐ Litigation
- ☐ Professional Services Contract
- ☐ RFP
- ☐ Budget/Budget Revision
- ☐ Cooperative Agreement
- ☐ Letter/Memo
- ☐ MOU
- ☐ Resolution
- ☐ RFQ
- ☐ Other: _____

Description of Product/Services:

Suggested Board Language:

Vendor: _____

Dollar Amount: _____

Funding Source: _____

Term of Contract: _____ Renewal Date: _____

Data Sharing Agreement/PII Required? ☐ Yes ☐ No If yes, is it attached? ☐ Yes ☐ No

Chief Level Approval: _____ **Date:**_____

GENERAL COUNSEL USE ONLY

Board Approval Required?_____**Yes** _____ **No**

General Counsel: _____ **Date:** _____

2 ORIGINAL CONTRACTS REQUIRED | CONTRACT REQUIRES SIGNATURE PRIOR TO SUBMISSION