AUTHORIZATION FOR SUPERINTENDENT'S SIGNATURE

Date: _____ Submitted to: LaMont Cole, Superintendent

Submitted by (Name & Department): _____

Office Use Only:

_____
Board Meeting

Document Type:

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

Brief Description of Product/Services:

Board Items Only – Suggested Board Language:

Office Use Only:

_____
Contract Number

Vendor: _____

Dollar Amount: $_____

Funding Source: _____

Contract Owner: _____

Term of Contract: _____

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

RFP/RFQ/Quotes: Solicitation Completed? ☐ Yes ☐ No ☐ Not Required

Chief Level Approval: _____ Date: _____

GENERAL COUNSEL USE ONLY

Board Approval Required? ____ Yes ____ No

_____
General Counsel Signature

Date: _____

SUPERINTENDENT USE ONLY

Approved for Agenda? ____ Yes ____ No

_____
Superintendent Signature

Date: _____

CONTRACT REQUIRES SIGNATURE PRIOR TO SUBMISSION