



CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY	
Contract Request Received	
Assigned Contract No	
Routed for Internal Approval	
Routed for Vendor Approval	
Fully Executed Contract Received	
Notification To Proceed	

Contract Type: Professional Service Contracted Services Vendor Agreement Term Contract Lease Agreement
 Interlocal MOU MOA Construction Other _____

Requesting Campus/Department: _____

Initiating Party: _____

Contact Number: _____ email: _____

Contract Title: _____

Vendor/Supplier: _____

Full Address: _____

Name of Representative: _____ email: _____

Rep. Office Phone: _____ Rep Mobile Number: _____

Authorized Signer: _____ Signers email: _____

Contract Description: _____

Contract Amount: _____ Funding Source: _____

Account No(s): _____

Anticipated Start Date: _____ End Date: _____

This is a New Agreement: _____ This is a Renewal _____

This Agreement is to replace the following: _____

Does Agreement include renewal options: Yes No

If yes, specify renewal options: _____

NOTE: Does agreement include Insurance Requirements? Yes No If yes, agreement will be routed to Human Resources for review and approval: Reviewed By: _____ Date: _____

Budget Authority Signature: _____ Date: _____

Attachments: Must attach vendor agreement and all pertaining documents to purchasing for review

CONTRACT APPROVAL PROCESS: 1. All agreements shall be routed through the purchasing office. 2. Purchasing will review for compliance. 3. Purchasing will route to Legal Counsel for review if necessary. 4. Purchasing will route for required signatures (district personnel & supplier) to ensure receipt of fully executed documents. 5. Purchasing will notify requestor upon completion with directive on how to proceed.

PLEASE SUBMIT WITH AMPLE TIME TO ALLOW REVIEW OF THE PROCUREMENT PROCESS AND ENSURE ALL PERTAINING DOCUMENTS ARE IN ORDER