



# Agreement/Contract Approval Routing Sheet

DATE: \_\_\_\_\_

Note: All Agreements/Contracts Require Board Approval

_____	_____	_____
Originator	School Site / Location	Initials
_____	_____	_____
Name of Company	Type of Service / Event	Contract \$ Amount

### Checklist

- Agreement signed by vendor
- Vendor proposal attached
- Vendor fee schedule and/or service schedule attached
- Vendor proof of insurance attached
- Additional supporting documents attached: \_\_\_\_\_

Route in Order:

Principal: _____	Comments: _____	_____
		Initials / Date
Director: _____	Comments: _____	_____
		Initials / Date
Risk Mgt: _____	Comments: _____	_____
		Initials / Date
Purchasing: _____	Comments: _____	_____
		Initials / Date

ADMINISTRATIVE APPROVAL: (only one approval required)

**Mark McLaughlin** \_\_\_\_\_  
Superintendent

**Jeanne Valentine** \_\_\_\_\_  
Assistant Superintendent of Human Resources

**Victor Hayek** \_\_\_\_\_  
Deputy Superintendent of Business Services

**Lou Lichtl** \_\_\_\_\_  
Assistant Superintendent of Instruction

**Lisa Miller** \_\_\_\_\_  
Assistant Superintendent of Student Support Services

Board of Education Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_