



Mansfield Independent School District
CONTRACT REVIEW AND APPROVAL FORM GREATER THAN \$50,000

EMPLOYEE INFORMATION:

Date: _____

Campus/Dept.: _____

Contract With: _____

Purpose of Contract: _____

Date Final Approval Needed By: _____

Please submit at least thirty days before need by date.

CHECK ALL THAT APPLY:

- ___ New Contract
___ Renewal
___ Contract requires the expenditure of \$ _____ from account code _____
___ No funds are involved in execution of contract
Technology Approval Email Attached (if contract involves any form of technology - ex. software, hardware)
Parent Communication regarding Cancellation Fees, Health Info, Vaccine Info, Etc. included in the execution of the contract
Other _____

APPROVAL:

I have read and reviewed the proposed contract and the proposed contract correctly states the desired objectives and obligations.

Originator/Employee

Principal or Director

Procurement Process Confirmed: _____ Date: _____

Student Travel Final Approval Signature: _____

*Student Travel ALL contracts must be submitted to David Wright, Assistant Superintendent of School Services for Final Approval

Director of Purchasing

Assistant Superintendent of School Services

Contract Approved: _____ Date: _____

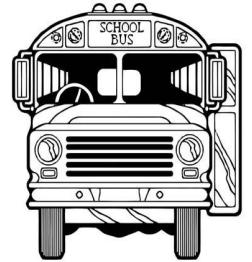
Associate Superintendent of Business and Finance

Student Travel Final Approval: _____

If required: _____ Date: _____

Date: _____

Superintendent



Comments:

Federal Approval if required: _____ Date: _____

Route this completely signed form with the contract to the Business Office for review. Once approved, the Business Office will forward the signed contract back to the campus or department secretary. Unless otherwise indicated, the campus or department is responsible for returning signed contract to the vendor.