



Mansfield Independent School District
CONTRACT REVIEW AND APPROVAL FORM LESS 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
Required ONLY for contracts greater than \$5000: Date: Student Travel Final Approval:
Associate Superintendent of Business and Finance
Date:
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.