

MORGAN HILL UNIFIED SCHOOL DISTRICT
Contract Approval Routing Slip
2018-19

The District employee that is providing the attached Services Agreement to the person or entity that will be providing special services to the District should first do the following:

1. Provide only the Morgan Hill Unified School District's approved Services Agreement. The Services Agreement should be completed in lieu of signing any vendor contract for services.
2. The completed Services Agreement needs to be submitted to the Assistant Superintendent, Business Services' office the Thursday prior to the Board deadline date, unless otherwise noted.

Title of MOU / Contract / Grant Agreement: (please include not to exceed amount of contract)	
Date Routed: _____	Date Due Back to #1 Below: _____
Entered in Google Sheet if under \$100k <input type="checkbox"/>	Amount: \$ _____
1. Administrator responsible for implementation: (Name, Title)	
_____	Initial: _____
Program Name: _____	Date: _____
Budget # _____	
2. Assistant Superintendent responsible for implementation:	
_____	Initial: _____
Date: _____	
3. Fiscal Approvals	
Fiscal Services, Buyer	Initial: _____ Date: _____
Fiscal Services, Director	Initial: _____ Date: _____
Fiscal Services, SPED (SPED contracts only)	Initial: _____ Date: _____
4. Kirsten Perez, Assistant Superintendent Business Services	
Initial: _____	
Date: _____	
5. Return to responsible administrator (#1 above) to schedule for Board approval and submit to Superintendent's office with a Board agenda cover page. Please include this form with agenda item.	
6. Board Approval Date: _____	
7. Following Board approval, Superintendent's office will return to responsible administrator (#1 above) to initiate the Purchase Order Requisition.	
PO Req. # _____	