



## Contract Cover Sheet for Board Approval

Please submit this form with your **unsigned** contract to Les Vandervort for approval at least two weeks before the scheduled School Board meeting. Upon approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval. **All District contracts require school board approval.** *The only authorized signatures on a contract are Brian Fiones, Les Vandervort, or the School Board.*

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Approved by Les?	PO Required?
				Budget Code				

**Federally Funded Agreements for Professional Services:**

Quotes are not necessary when using **federal** grant money to pay for professional services provided from another government agency such as an ESD or another school district. However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

If the vendor is not from the ESD, OSPI or a school district and professional services are less than \$100,000, you must obtain at least three quotes and maintain records with the following information: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (per Circular A-102)

For professional services in excess of \$100,000, use the formal bid process to obtain sealed bids and retain all documentation.

If the purchases are not federally funded, then follow the state requirements (RCW 28A.335.190).

Before entering into a vendor contract, check the vendor for suspension and debarment at [www.epls.gov](http://www.epls.gov) and print and keep a record of your search results.

Source: WASBO State Auditor Update 9/24/08

**Comments:**