

## Contract Review Intake Form

Instructions:

- Fill out the form below concerning the contract to be reviewed. **DO NOT SIGN THE CONTRACT; THE SUPERINTENDENT SIGNS ALL CONTRACTS.**
  
- Forward the following to your Chief/Superintendent via email: this completed form, an electronic Word version of the contract, and all correspondence and documents relating to the contract (exhibits or attachments to the contract, cover letters, etc.). **Upon approval the Chief/Superintendent will forward everything to the Attorney's Office.**
  
- NOTE: Certain contracts require Board approval, including all contracts exceeding \$50,000 per year. After legal review, it is the submitter's responsibility to communicate with your appropriate Chief/Superintendent's office, Business office, etc., to place the contract on the Board agenda, prepare the Board communication page for the Board packet, and to follow up with your Chief/Superintendent's office and Legal office after the Board meeting.

Contract

AISD Contact Person

Phone

Department

E-mail

Approved by

Date

Procurement Method (check one)

Needs Board Approval

Proposed Board Meeting Date

Professional Service

Interlocal Agreement

Bid Number

Sole Source

State/Cooperative Purchasing Program

Purchases over \$50,000

Funding Source:

Activity Fund

Budget Account Code

Amount AISD will spend on this contract

Total amount AISD pays to this vendor in a 12-month period

Date that contract must be returned and signed

Other party to the contract

Name of contact person for other party

Title

E-mail

Phone

Address

Please describe the goods and services provided to the district in connection with this contract.