|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COOPERATIVE CONTRACT APPROVAL FORM** | | | | | **Contract No.** | | | | | |  | | |
| **Amendment/Change Order No.** | | | | | | |  | |
| **SCHOOL / DEPARTMENT INFORMATION** | | | | | | | | | | | | | |
| Requesting School/Dept: | |  | | | | | | | | | | | |
| School/Dept. Contact: | |  | | | | Email prefix: | |  | | Phone ext: | | |  |
| School/Dept. Contract Mgr.: | |  | | | | Email prefix: | |  | | Phone ext: | | |  |
| **CONTRACTOR INFORMATION** | | | | | | | | | | | | | |
| Full Business Name: |  | | | | | | | | | | | | |
| **REQUEST SUMMARY** | | | | | | | | | | | | | |
| Check One | | | | | | | | | | | | | |
| **OR** | | | | | | | | | | | | | |
| New Cooperative Contract Request  Attached:  Solicitation Public Notice/Advertisement  Solicitation  Awarded Vendors Bid/Proposal  Cooperative Contract and Amendments | | | | | Cooperative Contract Update  Attached:  Cooperative contract amendments | | | | | | | | |
| **CONTRACT USAGE** | | | | | | | | | | | | | |
| Start Date: | | | End Date: | | | | Multi-Year | | | | | | |
| Describe Intended Use of Cooperative Contract: | | | | | | | | | | | | | |
| Check One | | | | | | | | | | | | | |
| A Purchase Order will be used with this cooperative contract | | | | | A separate contract is required for use with this cooperative contract | | | | | | | | |
| Check One | | | | | | | | | | | | | |
| Single Purchase | | | | Department Repetitive Use | | | | | District-wide use | | | | |
| **CONTRACT DOLLARS SUMMARY / CHARTFIELD ALLOCATION** | | | | | | | | | | | | | |
| **This cooperative contract DOES NOT use federal grant or federal pass-through funds** | | | | | | | | | | | | | |
| **This cooperative contract DOES use federal grant or federal pass-through funds** | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Fund | Function (Program) | Object (Account) | Location (Site Loc) | Area (Class) | Project | Department | | Amount | | Running Total (per Line) | | |  |  |  |  |  |  |  | |  | |  | | |  |  |  |  |  |  |  | |  | |  | | |  |  |  |  |  |  |  | |  | |  | | |  |  |  |  |  |  |  | |  | |  | | |  |  |  |  |  |  |  | |  | |  | | | **Payment Method:**  Encumber Funds  Spend Up | | | | | | | CAF Total: | |  | |  | | | | | | | | | | | | | | | |
| Original Contract Amount  Total of Previous Amendment(s)  Amount of this Amendment  Contract Total: | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ATTESTING SIGNATURES** | | | | | | |
| *I attest that I have the authority to sign this document and that I have evaluated the purpose of this contract and believe it (1) to be a reasonable and judicious use of District money, (2) to further the District's strategic goals, (3) to advance my Department/School's implementation of the District's mission of educating every student to meet or exceed academic standards, and (4) that there is adequate funding in my Department/School's budget to cover the current fiscal year expenditures.* | | | | | | |
| Name of Budget Holder / Principal / Manager | | Signature | | | Date | |
| Name of Budget Holder / Principal / Manager | | Signature | | | Date | |
| **DO NOT WORK BELOW THIS LINE; FOR PURCHASING AND CONTRACTING USE ONLY** | | | | | | |
| Board Date: | Resolution No.: | | PeopleSoft Entry: | Posted to Website | | E-mailed |