

Questions: Please call  
Purchasing at Ext. 1220

**2019-2020**  
**CONTRACT CHECK LIST**  
PLEASE TYPE OR PRINT LEGIBLY

Contact # _____
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- New Contract       Amendment       Renewal

School/Department: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_

Requested Board Date: \_\_\_\_\_ (See printed deadlines on reverse.)

Vendor/Consultant Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Services to be provided: (be specific) \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

\*Funding Source: \_\_\_\_\_ Budget # \_\_\_\_\_

<p>Principal or Director Signature: _____ Date: _____</p> <p><b>If using object code 5840</b> Technology Director: _____ Date: _____</p> <p><b>If using funds 0709, 3010, 4203, 4127, or 7510:</b> *Director of Access and Equity Signature: _____</p> <p>Cabinet Approval Signature: _____</p>
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The following documents must be attached:	
<input type="checkbox"/>	Vendor Fee Schedule/Rate Sheet/Software Quote/Contract
<input type="checkbox"/>	Vendor W-9 Form (IRS Form Rev. October 2018)
<input type="checkbox"/>	Certificate of Auto <u>and</u> Liability Insurance – <b>Required if event is on campus</b> <i>Liability insurance requirements are \$1 million minimum naming the District as certificate holder/additionally insured.</i>

**INCOMPLETE FORMS WILL BE RETURNED, WHICH MAY RESULT IN DELAYED BOARD APPROVAL**

Received in Purchasing	_____
Board Date Assigned	_____
Contract # Assigned	_____

**This form is to be completed by Chino Valley Unified School District staff.  
This form is NOT to be completed by the contracted or proposed vendors.**

**FORM INSTRUCTIONS:**

- Identify if the contract or licensing is **New**, an **Amendment** to an existing contract, or a **Renewal** of an existing contract, check the appropriate box.
- Enter the School or Department Name that will be using the contract, services, or software licensing.
- Enter the name and phone extension of the Contact Person requesting the contract.
- Identify the Board Date. If this is left blank or it is beyond the deadline date for Agenda item submittal as indicated below, the next available Board date will be used.
- Enter the Legal Name of the Vendor/Consultant. This can be found on the first line of the W-9.
- Enter the current phone number and email address of the vendor contact.
- Enter a clear and concise explanation of services. Please do not use acronyms unless it is also spelled out in words.
- Enter the Contract amount and duration of the contract. If this vendor will be used as needed and/or at various times throughout the contract duration and if the contract amount is unknown, please type: **Per Rate Sheet**. The requestor **MUST** submit a current rate sheet identifying the unit price charges for products or services.
- Enter the Funding Source in words and include the budget code. If multiple budget codes will be used, simply type: VARIOUS.
- Obtain appropriate Principal / Department Head Signature *ALWAYS REQUIRED*
- Obtain Technology Director approval if object code 5840; software licensing, is being used,
- Obtain Director of Access and Equity approval when using Resources: 0709, 3010, 4203, 4127 or 7150.
- Obtain appropriate Division Head Approval *ALWAYS REQUIRED*
- When submitting the Contract Check List include the following documents as appropriate to support the request for approval:
  - a. Vendor Fee Schedule or Rate Sheet
  - b. Software Licensing Terms and Conditions and Quote
  - c. Vendor W-9 Form (the most current form is available at <https://www.irs.gov/>)
  - d. Certificate of Insurance naming the District as certificate holder and additionally insured.

**CONTRACT CHECKLIST DEADLINES**

<b>Board Meeting Date:</b>	<b><i>Due in Purchasing</i></b>		<b>Board Meeting Date:</b>	<b><i>Due in Purchasing</i></b>
July 18, 2019	July 2, 2019		February 6, 2020	January 21, 2020
August 15, 2019	July 30, 2019		February 20, 2020	February 4, 2020
September 5, 2019	August 20, 2019		March 5, 2020	February 18, 2020
September 19, 2019	September 3, 2019		March 19, 2020	March 3, 2020
October 3, 2019	September 17, 2019		April 2, 2020	March 17, 2020
October 17, 2019	October 1, 2019		April 16, 2020	March 31, 2020
November 7, 2019	October 22, 2019		May 7, 2020	April 21, 2020
November 21, 2019	November 5, 2019		May 21, 2020	May 5, 2020
December 19, 2019	December 3, 2019		June 4, 2020	May 19, 2020
January 16, 2020	December 30, 2019		June 18, 2020	June 2, 2020