

DO NOT EMAIL FORM TO PURCHASING

Forms can be sent for approval
via ADOBE E-Signature request.

2024-2025
CONTRACT CHECK LIST
PLEASE TYPE OR PRINT LEGIBLY

Contract # _____

☐ 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 # _____

Principal or Director Signature: _____ Date: _____

¹If using object code 5840

¹Technology Director: _____ Date: _____

****If using funds 0709, 3010, 3214, 4203, 4127, or 7510:***

*Director of Access and Equity Signature: _____ Date: _____

Cabinet Approval Signature: _____ Date: _____

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 – Required if event is on campus <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:

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- 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.
- Requestor must obtain appropriate Principal / Department Head Signature *ALWAYS REQUIRED; Adobe E-Signature is acceptable for all required signatures.*
- Requestor must obtain Technology Director approval if object code 5840; software licensing, is being used,
- Requestor must obtain Director of Access and Equity approval when using Resources: 0709, 3010, 4203, 4127 or 7150.
- Requestor must obtain appropriate Division Head Approval *ALWAYS REQUIRED; Adobe E-Signature is acceptable for all required signatures.*
- When submitting the Contract Check List include the following documents as appropriate to support the request for approval:
 - Vendor Fee Schedule or Rate Sheet
 - Software Licensing Terms and Conditions and Quote
 - Vendor W-9 Form (the most current form is available at <https://www.irs.gov/>)

CONTRACT CHECKLIST DEADLINES

Board Meeting Date:	<i>Due in Purchasing</i>		Board Meeting Date:	<i>Due in Purchasing</i>
July 18, 2024	June 24, 2024		February 20, 2025	January 27, 2025
August 15, 2024	July 22, 2024		March 20, 2025	February 24, 2025
September 5, 2024	August 12, 2024		April 17, 2025	March 26, 2025
September 19, 2024	August 26, 2024		May 1, 2025	April 7, 2025
October 17, 2024	September 23, 2024		May 15, 2025	April 21, 2025
November 21, 2024	October 28, 2024		June 5, 2025	May 12, 2025
December 19, 2024	November 25, 2024		June 19, 2025	May 27, 2025
January 16, 2025	December 16, 2024		July 17, 2025	June 23, 2025