**PISD Contract Approval Request**

Name of Initiator:  Date: Click here to enter a date.

Name of Campus/Dept.: 

Vendor/Contractor: 

Start Date: Enter Date. End Date: Enter Date. Amount of Contract: $

Fund Source Choose an item. If Other what Fund  Federal Funds? Choose an item.

**Type of Contract**

**NOTE:** All contracts must be submitted for review through the proper chain in accordance with **CH (Regulation)** located in Board Policy.

Professional Service Agreement (See Flow 3 or 4)  Vending Machine (See Flow 9 or 10)

Real Estate/Property (See Flow 5)  Facility Use (See Flow 11 or 12)

Contract Svcs/License Agreement (See Flow 1, 2, or 15)  Field Trip (See Flow 13 or 14)

(Non-Professional Svcs)

Student Club Fund 865 (See Flow 16)  Other: 

Interlocal Agreement (See Flow 4)

**Contracts requiring Board approval in accordance with CH Local must have the following completed:**

Board Approval Date: Click here to enter a date. **OR** Approval Pending Date: Click here to enter a date.

**Required Signatures**

Please refer to [Contract Approval Flow Chart](http://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/Departments/Business%20Office/Contract%20Flow%20Chart.pdf)

Department Head Signature:  Date:

Budget Manager:  Date:

Federal Fund Approval:  Date:

Director of Purchasing:  Date:

General Counsel:  Date:

Associate Superintendent:  Date:

Technology (if required):  Date: