CONTRACT MANAGEMENT

EXECUTIVE PRE-APPROVAL

Submit completed form to [contracts@spsmail.org](mailto:contracts@spsmail.org)

Administrators submitting contracts for Board of Education approval must ensure that the process is conducted in accordance with BOE policy and state laws. This initial approval step will establish executive level approval of the proposed agreement’s intent, will prevent duplication, and will lay the groundwork for the contract review process and ultimate approval by the board of education. Proposed agreements may be presented in the concept phase, or may be submitted as draft agreements.

**Briefly describe the Purpose of the agreement:**

1. Legal entity/person we are entering into the agreement with:        
2. Contact name and email:

3. Select One:

Involves District funds $15,000 and greater

Inter-governmental agency agreement

Agreement with public interest implications

Other (Explain):

4. Select One:

Draft agreement attached  Proposed agreement (no draft presented)

5. District funds involved – current year: $       recurring: $

6. Budget Manager Responsible:

7. Proposed term:

Presented by (District employee):       Date:

Director level Approval: \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 S*ignature*

Executive Level Approval: \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Signature indicates ELT approval.