

CONTRACT/AGREEMENT PROCESSING PROCEDURES & FORM



Chandler Unified School District #80
1525 West Frye Road | Chandler AZ 85224
(480) 812-7000

CONTRACT/AGREEMENT INFORMATION

Must allow a minimum of two (2) weeks for contracts and agreements to be processed.

Before a contract will be signed the following steps must occur:

1. The applicable school/site administrator must read and thoroughly understand the contact or agreement. All blank spaces should be filled in with the appropriate information on the contract.
2. **The school/site administrator must initial by the signature line of the contract/agreement.** The initials indicate that the administrator has **read, understands, and agrees** to the terms of the contract/agreement.
3. Superintendents are the **only** authorized signers of contracts and agreements.

The site will ensure the following:

- The vendor has signed and dated the contract.
- A copy of the contract has been provided.
- Provide the original signed contract to the vendor.
- Keep a copy of the contract at the site.

NOTE: All legal inquiries should be directed through the **District Chief Financial Officer, Lana Berry** at (480) 812-7660, who will determine whether it is prudent to seek **legal advice**.

CONTRACT/AGREEMENT FORM

Complete the procedures outlined below:

1. Ensure **all** areas on the Contract/Agreement Form are completed and Certificate of Liability is attached. Please note we **do not** keep copies of the Certificate of Liability on file. A new one will need to be submitted each time.
2. Enter a Purchase Requisition, but **DO NOT SUBMIT FOR APPROVAL** until the signed Contract/Agreement Form has been returned.
3. Package the paperwork in the following order:
 - a. Contract/Agreement Form.
 - b. Contract in its entirety.
 - c. Certificate of Liability.
 - d. Fundraiser Approval Form (if applicable).
4. **Forward the entire Contract/Agreement package to the following for final approval:**
 - a. All events **unless** they are a fundraiser or inflatable will go to:
 - Purchasing Supervisor – Michelle Gall and will be signed by Chief Financial Officer, Lana Berry.
 - b. All fundraiser and inflatable event approvals will go to:
 - Elementary Education - Autumn Sample and will be signed by Executive Directors, Heather Anquiano or Leo Schlueter.
 - Secondary Education - Joanna Athey and will be signed by Associate Superintendent, Dr. Craig Gilbert.
5. Once the signed contract has been returned **the purchase requisition can be submitted**. The signed contract and approved Contract Agreement Form will need to be attached to the purchase requisition.

Events are not authorized until the signed contract has been returned to the site.

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This form needs to be submitted any time you use an outside vendor that comes on-site with equipment or utilize an off-site facility for any event, even if there is not a contract. If you have questions, contact the Purchasing Department.

Site Name: _____ Requestor Name: _____

Facility Requested: _____ Site Organization or Club: _____

Date of Event: _____ Beginning Time: _____ Ending Time: _____

Description of Activity: _____

Vendor Name (if applicable): _____

Account Code: _____ Total Amount: _____

Have the club meeting minutes been approved for this expenditure? Yes No
(Only needed if student activity fund (850) is used – must attach minutes to purchase requisition).

Site Person Responsible for Event: _____ Phone: _____

E-mail Address: _____

Complete and/or attach only the items below that are relevant to your event:

• **Certificate of Liability Insurance**

On-Site Event – requires the vendor’s Certificate of Liability Insurance
(Every vendor needs to submit a copy. Ex: DJ’s, food trucks, petting zoos, etc. We DO NOT retain copies.
Please submit a copy each time.)

Insurance Requirements: Entity shall provide proof of General Liability Insurance Coverage in a minimum amount of \$1,000,000 Combined Single Limit Per Occurrence and in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operations; \$1,000,000 Personal & Advertising Injury. **A Certificate of Insurance naming Chandler Unified School District No. 80 as an additional insured should be attached to this request (including Additional Insured Endorsement CG20 26) if it is an on-site event.** Request without such proof cannot be approved.

Off-Site Event – CUSD Certificate of Liability Insurance required (contact Bim Frost for assistance).

• **Contract/Rental Agreement for Inflatables, Equipment and/or Food Trucks**

All products rented must come from a District approved vendor. Vendor must agree to follow the manufacturer’s recommendations for use and operation.

Vendor agrees to: Assemble Disassemble Operate Supervise

Food truck has: Food Handlers Permit

• **Fundraiser Approval Form** (if applicable).

If this event is a fundraiser attach the approved [Fundraiser Approval Form](#).

Signature of Requestor: _____ Date: _____

Signature of Site Administrator: _____ Date: _____

Signature of Authorized District Administrator: _____ Date: _____