

President's Office
Signature Request Form for Agreements, Contracts, MOUs

1. Requestor's Division/Department: _____
2. Submitted (date): _____ By: _____ (name)
3. Document Description: _____

4. Is this software or hardware related? ___ Yes ___ No (If yes, see IT BOX. If no, skip IT BOX)
5. Does this document need Board approval? ___ Yes ___ No
6. Budget Source: District ___ Categorical ___ Other _____

IF YES:

1. If yes, please provide a resolution and attach a clean electronic PDF copy of the document via Boarddocs.)
2. Type out or print out all areas where President Jaime's name is required as follows: Victor M. Jaime, Ed.D., Superintendent/President or Dr. Victor M. Jaime, Superintendent/President
3. Flag all areas where President Jaime needs to sign.

When completed, return Document to: _____
Name *Extension*

IF NO:

When completed, return Document to: _____
Name *Extension*

Dean reviewed document on: _____
Date *Signature*

Vice President for IT reviewed document on: _____
Date

IT BOX
(If Applicable)

VP Signature Approved ___ Not Approved ___
(Send to Vice President)

Vice President reviewed document on: _____
Date

VP Signature Approved ___ Not Approved ___
(Return to Division/Department)

Chief Business Officer reviewed document on: _____
Date

Does this have a District fiscal impact? ___ Yes ___ No

Does this have a Categorical fiscal impact? _____ Yes _____ No

_____ Approved _____ Not Approved _____
CBO Signature

Received by President's Office on: _____
Date

Returned by President's Office on: _____
Date

Notes: _____

INSTRUCTIONS

1. Name the division or department requesting the President's Signature.
2. Add the date the form and agreement/contract was submitted and by whom.
3. Give a brief description of the document i.e. IVUP Agreement for 2012-2013, Childcare Agreement No. 12345-67-890, MOU with ICOE regarding Classrooms, Certificates, Letters, etc.
4. Is this agreement/contract for the purchase or use of software or hardware? If the answer is YES, then the IT Department MUST review it first. If the answer is NO, then skip the IT BOX.
5. Does this document (Agreement/Contract) encumber the District financially or through liability in any way? If the answer is YES, then it MUST go to the Board for approval. If this is a RENEWAL on a document (Agreement/Contract) then it can be ratified at a Board meeting. If the answer is NO, complete the name and extension of the person the President's Office will notify when the document is signed.

DIFFERENCE ON NEW AGREEMENT/CONTRACT VS. RENEWAL

A new agreement/contract that has not gone before the Board MUST be approved by the Board before the President signs the agreement/contract.

A renewal agreement/contract (service agreements, etc.) MUST go to the Board; however, renewals can be signed by the President and then ratified at the next Board meeting. The President will do this when it is an emergency (funding and/or grant deadlines).

All agreements will go to the Board as they are agreements because it involves financial, liability, service, trade, or other functions that make the District liable.

WHEN TO EXPECT YOUR DOCUMENT (AGREEMENT/CONTRACT) BACK

Example on New Agreement/Contract: You submit 8/15/12 and to BoardDocs on 8/15/12, Dean signs 8/16/12, No IT review needed, VP signs 8/17/12, CBO signs 8/20/12, received by President's Office 8/20/12. This document would go to Board on 9/12/12. If approved, expect it back on 9/17/12.

Example on Renewal: You submit 8/15/12, Dean signs 8/16/12, No IT review needed, VP signs 8/17/12, CBO signs 8/20/12, received by President's Office 8/20/12. Expect it back on 8/23/12.