

President's Office Signature Request Form (Agreements, Contracts, MOUs, etc.)

1. Division/Department: _____
2. Today's Date: _____
3. Document Description: _____

President's Office Stamp Use:

4. Does this document need Board approval? ___ Yes ___ No

IF YES:

- a) Please submit a resolution and attach a clean electronic PDF copy of the document via BoardDocs.
- b) Type out or print out all areas where President Garcia's name is required as follows: Martha O. Garcia, Ed.D., Superintendent/President or Dr. Martha O. Garcia, Superintendent/President
- c) Flag all areas where President Garcia needs to sign.
- d) Board meeting date scheduled: _____

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

Dean reviewed document on: _____
Date *Signature*

Vice President of Area/Division reviewed and approved document on: _____ (Date)

VP Signature: _____

Chief Business Officer reviewed and approved document on: _____ (Date)

CBO Signature: _____

INSTRUCTIONS

1. Name the division or department requesting the President's Signature.
2. Add the date you are filling this form.
3. Document Description.
4. All NEW, REVISED, and/or RENEWAL agreements must be approved/ratified by the Board.
5. When completed, who do we return the document to?

References: All agreements (new or renewal) will go to the Board per Board Policy BP 6340.

WHEN TO EXPECT YOUR DOCUMENT BACK

Please give the President at least 48 hours to review and sign the document. If it requires Board Approval, it will be returned after the Board Meeting.

**Should you have any questions, please do not hesitate to call
Adriana Sano at the President's Office, Extension 6219.**