

**EUHSD  
CONTRACT REVIEW & APPROVAL  
FORM**

**DATE:** \_\_\_\_\_

**TO:** Purchasing Department, DSC, EXT 3223

**FROM:**

\_\_\_\_\_  
Name of Requesting Party

\_\_\_\_\_  
Department/Site

\_\_\_\_\_  
Name of Vendor

\_\_\_\_\_  
Telephone Extension

**SUBJECT:**

\_\_\_\_\_  
Briefly describe subject of request

**Request is made for the following: Check all applicable boxes and complete, in FULL, Parts 1, 2, 3, 4.**

Contract review & signature.

Drafting of contract in its entirety.

Renewal or amending existing contract.

Assistance in contract negotiations.

**PART 1: TYPE OF DOCUMENT: Attached are the following materials: (check all applicable boxes)**

Standard form contract offered by vendor.

Statement of work and proposal (to be used with EUHSD standard contract).

Renewal paperwork or amendment write-up.

**PART 2: PRIORITY: The following are anticipated time constraints which apply to this request.**

PRIORITY - To Be Accomplished No Later Than

No Priority

**PART 3: DESCRIPTION/PURPOSE OF DOCUMENT: Brief Description/Purpose**

**PART 4: CONTRACT AMOUNT/RESOURCE & SITE CODE:**

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**Signatures Required:**

\_\_\_\_\_  
Site Administrator or Director for Department

\_\_\_\_\_  
Director of Funding (if applicable)

\_\_\_\_\_  
Assistant Superintendent

Purchasing Department Use Only		
Dated Recv'd		
Reviewed By		
For Signature		
Returned To:		
Report GB	Summary	Agenda

**Note: Once form is complete and signed, attach to required documentation and send to Purchasing through email ([nbrizeno@euhsd.org](mailto:nbrizeno@euhsd.org)) or interoffice mail DSC, Attn: Nick Brizeno**