CONTRACT ROUTING SLIP

1 College:

☐ CGCC ☐ DO ☐ EMCC ☐ GWCC ☐ GCC ☐ MSC

☐ MCC ☐ PVCC ☐ PC ☐ RSC ☐ SCC ☐ SMCC

2 Req. # _____

PO # _____

If PO issued by college, please cancel or provide an explanation for issuing PO before contract has been reviewed/signed by Legal.

3 Vendor Name: _____

4 Type of Contract:

- ☐ Advertising
- ☐ Catering / Hotel Contract (See Item 9)
- ☐ Educational Services
- ☐ Facility Use
- ☐ Grant (See Item 7)
- ☐ Intergovernmental Agreement (See Item 7)
- ☐ Lease (See Item 7)
- ☐ Software License (See Item 7)
- ☐ Professional Services (See Items 5 & 6)
- ☐ Other: _____

5 Is vendor a current employee?

☐ YES ☐ NO

If yes, then an Independent Contractor Analysis Worksheet must be completed. Please note that a current employee may not provide services to MCCCD unless MCCCD has engaged in some competitive bidding for the purchase of those services.

6 Is Purchasing approval required?

☐ YES ☐ NO

Purchasing approval is required for all services contracts $10,000 or greater. Please forward competitive documentation or sole source justification to Purchasing.

7 Does the contract require Board approval?

☐ YES ☐ NO

Has an action item been submitted/approved?

☐ YES ☐ NO

Date Governing Board approved: _____

Governing Board approval is required for all single purchase orders $100,000 or greater, all leases of MCCCD property, and leases of other property that exceed $100,000 per year or $300,000 over the life of the lease.

8 Has the vendor provided an insurance certificate that meets MCCCD's requirements?

☐ YES ☐ NO

If not, has the College waived the requirements?

☐ YES ☐ NO

It is the college's responsibility to ensure that an insurance certificate is on file. All contracts deemed to have risk associated with the services provided will be held for signature until an insurance certificate is on file or until Legal receives a waiver from the College President.

9 Does the event require an Official Function form?

☐ YES ☐ NO

An approved Official Function Form is required for all contracts involving catering, employee or officer retreats, and conference banquet or hotel contracts. A copy of the Official Function Form should be attached to the contract. See also Administrative Regulation 1.16, Official Functions.

10 Has the performance period for this event already passed?

☐ YES ☐ NO

Contracts will not be signed after-the-fact. Instead, they are approved for payment as a claim. Please provide an explanation as to why the contract was not signed prior to the event, a copy of the invoice, and College President approval of the claim.

11 Is RUSH processing requested?

☐ YES ☐ NO

When is the deadline? _____

All contracts are processed in the order received. For RUSH contracts, please send an e-mail explanation as to why this contract is a priority.

12 SPECIAL INSTRUCTIONS / NOTES: _____

_____

_____

_____

MARICOPA COMMUNITY COLLEGES

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13 FISCAL APPROVAL: _____
INITIAL HERE

Comments: _____

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