



Contract Cover Page

Today's Date:

From:

Department:

Select Contract Type:

Select Contract Status:

#:

(If Amendment identify
Contract#)

Select Contract Category:

(if a Non-District Agreement see Checklist on Page 2)

Provide Date Contract/Agreement/MOU was initiated/received:

Contract with:

Purpose/Scope/Statement of Work:

Term: From:

To:

If services have started add explanation:

Cost:

Not to Exceed:

(which would include estimated taxes, travel, e.g.)

Revenue:

(if applicable)

Fund: Required

Following Acct string: Required

Acct Name/Description/Purpose: Required

Distribute to Supplier via email(s) or via US Mail at:

Distribute contract internally via email to:

Division Dean/Director's Name & Title:

Approval Signature: _____ Date: _____

Area Vice President's Name & Title:

Approval Signature: _____ Date: _____

SIGNATURE FROM VP OF ADMINISTRATIVE SERVICES WILL BE OBTAINED BY THE CONTRACTS OFFICE

VP of Administrative Services Signature: _____ Date: _____

CHECKLIST

- ☐ **DISTRICT CONTRACT/AGREEMENT/MOU** (District Agreement preferred - Click [HERE](#) to obtain District Contract Agreement Template) Will a payment be required?
- ☐ **NON-DISTRICT CONTRACT/AGREEMENT/MOU** - **ALL MUST** be submitted to the Contracts Office
- ☐ **Scope of Work Identified** (*Note: The Contracts Office only reviews agreements for Automatic Renewals, Governing Laws and Insurance. It is the responsibility of the Division/Department to insure the Scope of Service/Work meets the Districts needs.*)
- ☐ **Term Identified** (per Ed Code 81644 cannot exceed 5 years & Services CANNOT start until Contract is finalized)
- ☐ **Contract Cover Page Complete**
- ☐ **Independent Consultant Evaluation Form** (If contracting an Individual or Temp Agency, HR's approval on form is required, click [HERE](#) for form)
- ☐ **If over Legal Bid Threshold** (per PCC 20651, Click [HERE](#) for current bid threshold) **needs preapproved by Board of Trustees, Est. BOT Approval Date:**
- ☐ **Certificate of Insurance** (COI) with additional insured endorsement (if work is being performed on campus, click [HERE](#) for District Requirements). If required, is insurance attached?:

Once all documents are completed, forward the packet to the Contracts Office for processing (allow 5 to 10 business days). Missing documentation or signatures will delay processing.

Completed by:

Dept:

Ext:

Contracts Office Use Only

☐ Terms & Conditions ☐ Insurance ☐ BOT Approval Additional Notes:

Updated November 2019