

DISTRICT PROCESS FOR SHORT TERM CONTRACTS

- A Short Term Contract form is completed by a staff member (“Originator”).
- The requested contract is approved by a school administrator, the Teacher Resource Center Director, a grant director, or other district administrator.
- The Originator forwards the contract to be signed by the consultant.
- The signed contract is returned by the consultant to the Originator and is then forwarded to the Administrator for Human Resources.
- The contract is reviewed by the Purchasing Agent and the Superintendent. If acceptable, the Purchasing Agent and the Superintendent sign the contract.
- The Administrator for Human Resources prepares the Short Term Contract Grid for Review by the Board of Education and approval at the next Board meeting. The contract is also reviewed by the Board Attorney and initialed.
- If approved by the Board, the Board President signs the contract.
- The District Clerk distributes electronic copies of the fully signed contract to the Superintendent’s Office, the Business Office, the Originator, and the consultant. The District Clerk keeps the original signed contract.
- It will be the responsibility of the Originator to allow enough time (45 – 60 days) for the approval process.
- A purchase order must be entered into the nVision system **prior** to event or service provided.

(Revised Sept 2024)