

Board Report Type: (PR, OP, ED, EX, IG, AR OR MS) _____

Date of Board Meeting: _____

BOARD REPORT ROUTING REVIEW CHECKLIST

Title of Board Report: _____

Term of Agreement: _____ Contract Amount: _____ Vendor Name: _____

Submitted by: _____
Department/School Signature Title Phone Date

<u>YES</u>	<u>NO</u>	<u>N/A</u>		<u>AIO Approval (Where applicable)</u>
_____	_____	_____	Accountability Certification Completed and Attached	
_____	_____	_____	Ratification Endorsement Completed and Attached	
_____	_____	_____	Reviewed By Local School Council (Signature _____ Date _____)	
_____	_____	_____	Programmatic Approvals Included (CAO; CEO; CIO; COO Signature _____)	
_____	_____	_____	Vendor Scope, Deliverables, Schedule, Cost Details and Disclosure Form Included	
_____	_____	_____	Consistent with School Improvement Plan Goals	

Budget Review: (Applicable for PR, OP, ED, EX and IG Board Reports)

<u>Yes</u>	<u>NO</u>	<u>N/A</u>	
_____	_____	_____	Funding is Available in the referenced Budget Classification

Director of Budget (Signature) Date

M/WBE Proposal Approved by OBD: YES _____ / DATE: _____; NO _____ / Status of Negotiation: _____.

Office of Business Diversity (Signature) Date

Request is the result of a: _____ Level 1 Procurement Process _____ Level 2 Procurement Process _____ Level 3 Procurement Process

Purchasing (Signature) Date

Law Department:

<u>YES</u>	<u>NO</u>	
_____	_____	Report is in correct legal form

Signature Title Date