

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

YES NO N/A

AIO Approval (Where applicable)

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)

Yes NO N/A

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:

YES NO

Report is in correct legal form

Signature Title Date