

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: _____

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 MCCCDC unless MCCCDC has engaged in some competitive bidding for the purchase of those services.

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

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 MCCCDC 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 MCCCDC'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: _____

SUBMITTED BY: _____ PHONE: _____



Office of General Counsel
ATTN: Ingrid Austin
2411 West 14th Street
Tempe, AZ 85281-6942
480-731-8881 / 480-731-8890 fax

13 FISCAL APPROVAL: _____ INITIAL HERE
Comments: _____
