

## CONTRACT APPROVAL FORM

**SUBMIT TO BUSINESS OFFICE ADMIN ASSISTANT AT LEAST 5 WORKING DAYS PRIOR TO CONTRACT START**

### Initiator Responsibilities

_____	_____	_____
Initiator Name	Phone Ext.	Contractor Name
_____	_____	_____
Contractor Contact Name	Phone	E-mail
<input type="checkbox"/> New Contractor <input type="checkbox"/> Returning Contractor		
<b>Check all that apply:</b>		
<input type="checkbox"/> Budget Code for contract payments: _____		
<input type="checkbox"/> Verbal / Written Quote Summary Sheet		
<input type="checkbox"/> Personal/Professional Services Agreement <b>OR</b> <input type="checkbox"/> Amendment to Agreement		
<input type="checkbox"/> Independent Contractors Certification Form		
<input type="checkbox"/> W-9		
<input type="checkbox"/> Certificate of Insurance or Insurance Waiver		
<input type="checkbox"/> Sexual Conduct Acknowledgement Form		
<input type="checkbox"/> Contact Information Form		
<input type="checkbox"/> Documents required for Background Check (and Fingerprinting if necessary)		
<input type="checkbox"/> Copy of valid license attached (if applicable)		
<input type="checkbox"/> Items already on file (returning contractors): _____		

### Approver Responsibilities

_____	_____	_____	_____
Initiator's Supervisor Signature	Date	Initiator's Director Signature	Date

### Business Office Use Only

<input type="checkbox"/> Review Documents	<b>Vendor #:</b> _____
<input type="checkbox"/> Copy of receipt for background check and/or fingerprinting	
<input type="checkbox"/> Background Check Forms (if not TSPC Licensed or exempt)	
<input type="checkbox"/> Fingerprint Forms if working with or around children and not TSPC Licensed	
<input type="checkbox"/> Background check exemption documentation attached (if applicable)	
<input type="checkbox"/> Executive Director of Business Services signs the Personal/Professional Services Agreement	
<input type="checkbox"/> Send signed copy to the Initiator	
<input type="checkbox"/> Retain and file original in Business Office	
<input type="checkbox"/> New vendor set up in financial system	