



CONTRACT ROUTING FORM

Procurement Office Use Only
Contract ID #

Board Policy requires contracts, leases, rental, fundraising, maintenance or any other agreements of any kind that are binding on the District can **only** be signed by the Superintendent, Chief Financial Officer, or the Procurement Officer, regardless of the amount, unless authorized by the Chief Finance Officer. Submit the original contract or agreement with **all** terms and conditions, along with the completed routing form to the Procurement Officer via email at procurement@horrycountyschools.net to obtain an authorized signature.

Contract will be maintained in the Office of Procurement Services. **Copy will be provided to Bookkeeper to forward to supplier with purchase order / purchasing card authorization.**

SUMMARY OF CONTRACT TERMS TO BE COMPLETED BY INITATING DEPARTMENT	
Supplier ID:	Supplier Name:
Summary of Nature and Purpose of Contract:	
Contract Effective Date:	Contract Expiration Date:
Initial Value of Contract: \$	Potential Value of Contract: \$
Are all attachments included? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Contract: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment: (Attach copy of contract to be amended)	

TO BE COMPLETED BY INITIATING DEPARTMENT	
Initiator's Signature (If applicable):	Date:
Account Number to be Charged:	

CONTRACT CHECKLIST – TO BE COMPLETED BY THE INIATED DEPARTMENT	
The Originating Department has read the contract and all attachments.	<input type="checkbox"/>
Any documents that are referenced are attached.	<input type="checkbox"/>
All terms and conditions have been verified and those agree to by Department are included.	<input type="checkbox"/>
Contract term dates are included.	<input type="checkbox"/>
All payment terms and schedules are specific including any reimbursable expenses.	<input type="checkbox"/>
A conflict of Interest does not exist between this Contract and any other District Responsibilities.	<input type="checkbox"/>
District employees may not approve contracts where family members of the employee personally benefits.	<input type="checkbox"/>
* IT - If applicable, IT has authorized that software is compatible – please attach confirmation email.	<input type="checkbox"/>
*TA – If applicable, Travel Authorization Approval Attached	<input type="checkbox"/>

APPROVALS REQUIRED		
Bookkeeper's Name -Verifying Funds Available:	Email: @horrycountyschools.net	School/Dept:

Exemption, Comments, etc.:

As the responsible Department Head / Principal, or authorized signatory for the Contract's originating department, I certify that I am satisfied with the business terms and the description of goods, services, payment amounts, and terms to be provided to or from the School District and I recommend that the School District enter into this contract /agreement.

Signature:	Printed Name:
Ext:	Date: