



CONTRACT COVERSHEET

[Contract Review & Authorization]

Date	Department/School
Contract Title	Contractor/Vendor

By signing this document, I attest that I have thoroughly read the attached contract, and that to the best of my knowledge it accurately reflects the following:

1. The contract accurately reflects the amount of money to be paid, and the budget is sufficient to pay the contract obligation. The total amount of money to be paid for the products/services is \$_____.
2. The contract accurately reflects, and the District (specifically, the applicable department, school, and/or employees) can meet, all non-financial obligations of the contract. The contract has been discussed with all employees who are responsible to perform contract obligations.
3. The contract accurately reflects the products/services that are to be provided.
4. The contract accurately reflects that length of time the contract is in effect, which is from _____ to _____. [A contract may not extend beyond the end of the next school year without Director approval, and most contracts may not extend beyond a total of five years]
5. The contract avoids advance payments and provides some protection if the products/services are defective or not provided.
6. The contract is in compliance with applicable Nebo School District policies. [e.g., Policy DJA, Accounting Procedures; Policy DJB Purchasing; Policy DJC, Contracting Procedures and Authority; Policy KAC, School Fundraising Activities; Policy KACA, School Advertising Restrictions]
7. I have contacted the District's Procurement Officer on _____ to ensure that the contract complies with Utah procurement laws and rules.

Administrator/Principal Signature	Printed Name
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Position:

- | | | |
|---|---|---|
| <input type="checkbox"/> Superintendent | <input type="checkbox"/> Assistant Superintendent | <input type="checkbox"/> Associate Superintendent |
| <input type="checkbox"/> Business Administrator | <input type="checkbox"/> Assistant Business Administrator | <input type="checkbox"/> Director |
| <input type="checkbox"/> Coordinator | <input type="checkbox"/> Supervisor, Child Nutrition | <input type="checkbox"/> Supervisor, Technical Services |
| <input type="checkbox"/> Supervisor, Transportation | <input type="checkbox"/> Supervisor, Warehouse | <input type="checkbox"/> Principal |

Legal Review & Approval:

Legal Counsel	Printed Name	Date of Approval
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Please return a fully executed contract along with this Contract Coversheet to the Legal Department.