



SCHOOL BOARD AGENDA ITEM RATIONALE

DATE OF BOARD ACTION:

DISTRICT DEPARTMENT:

DIRECTOR/SUPERVISOR'S SIGNATURE:

SUBJECT:

AGENDA ITEM TITLE:

BACKGROUND INFORMATION:

ITEM BUDGETED:

☐ Yes ☐ No ☐ N/A

RECOMMENDATION:

REVIEWED BY ADMINISTRATION: Yes: ☐

REVIEWED BY ATTORNEY: Yes: ☐ N/A ☐

THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

CONTRACT SUMMARY ROUTING SHEET

SECTION ONE:

Contract with: _____

Contract value: _____ Effective Date: _____

Budget Coding: _____ Expiration Date: _____

Contract Purpose/Description: _____

Contract Originator: _____

(Name)

(Ext)

(Department/School)

Executive Officer of Originating Dept.: _____

For Board meeting on:

Agenda Deadline:

SECTION TWO:

Date In

Reviewer Signature

Date Out

1. HR: _____

Comments: _____

2. Risk: _____

Comments: _____

3. Finance: _____

Comments: _____

4. Purchasing: _____

Comments: _____

5. Legal: _____

Comments: _____
