



# 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      Total Cost:

Executive Director, Finance

**RECOMMENDATION:**

**REVIEWED BY ADMINISTRATION:**      Yes:

Executive Director

**REVIEWED BY ATTORNEY:**      Yes:      N/A

Signature Required

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:* \_\_\_\_\_

\_\_\_\_\_