



Office of Intergovernmental Affairs,  
Grants Administration and Community Services

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: RETURN OF CONTRACT FOR CORRECTIONS  
REQUISITION #:  
NAME OF CONTRACTOR: \_\_\_\_\_

The contract noted above is being returned for the following reason(s):

- 1. Signature(s) needed: \_\_\_\_\_
- 2. Needs two (2) Agreement Forms with original signatures.
- 3. Needs Purchase Order attached to contract.
- 4. Needs Agreement Form for Contracted Services.
- 5. Needs Transmittal For Agreement Form for Contracted Services.
- 6. Contracts over \$25,000 require "Board approval."(See Board Rule 6Gx13-3C-1.10). Board agenda item and minutes showing approval of item are needed.
- 7. Professional Services Contracts over \$25,000 must comply with School Board Rule 6Gx13-3F-1.021. Submit documentation showing compliance with Board rule.
- 8. Professional Services contracts under \$25,000 and over the established treshhold must comply with School Board Rule 6Gx13-3F-1.021(F)(2). Submit documentation of exemption from bid process and RFP requirements.
- 9. Need contractor's Social Security number (individual) or FEIN number (company).
- 10. Verify that contractor has proper authority to sign on behalf of the corporation.
- 11. A more complete description is required on contract (see item \_\_\_\_\_).
- 12. Contract dates must be corrected: The dates in Item 1. Scope of Work - Dates/Hours of Service must be consistent with the dates in Item 2. Term of Agreement.
- 13. Amount on Purchase Order does not correspond to amount in item 3. Compensation.
- 14. Contract submitted for approval after performance of actual services has started, must be accompanied by a memorandum of justification for the delay in submission for approval.
- 15. Please use revised contract Forms FM-2452, FM-2453 and FM-2454. Forms can be obtained on-line under Records and Forms Management.
- 16. Needs Contract Routing signatures from Professional Development and/or Curriculum and instruction.
- 17. Attachments to contract were not submitted.
- 18. Needs minimum of four (4) weeks prior to date of service(s) for routing/signatures.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Please return this form and attached contract to:** \_\_\_\_\_

**Should you have any questions regarding this contract, please contact:**

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