



# Step 2: Grant-Related Contract Execution

## Routing Cheat Sheet

**A minimum of 2 original contract copies routed for signatures with all supporting documentation. Contracts should be fully executed prior to the commencement of agreed upon services.**

Step	Action / Place / Reason	Signature Required	Contact Person	Party Responsible for Tracking Contract	Step Completed (Responsible party please sign)
1	<b>Vet contract for legal sufficiency</b> between the vendor/partner and the School Board attorney <i>(Facilitated by the Program Manager)</i>	None	School Board Attorney as assigned	Charge location/School Program Manager	_____
2	Obtain signature of <b>vendor or partner organization</b> . <b>*Note:</b> <i>If a partner organization is giving/paying M-DCPS funds, the partner organization signs after the Superintendent.</i>	Legally authorized signature from vendor or partner organization	Varies	Charge location/School Program Manager	_____
3	Obtain signature of <b>charge location administrator</b>	M-DCPS charge location administrator	Varies	Charge location/School Program Manager	_____
4	Obtain signature of <b>Region Superintendent</b> <i>(If applicable)</i>	M-DCPS Region Superintendent	Varies	Charge location/School Program Manager	_____
5	Obtain signature of <b>Division Head</b> <b>*Note:</b> <i>If this is a Cabinet Member, should secure the Risk Management Officer's and the Attorney's signature prior</i>	M-DCPS Associate/ Assistant Superintendent	Varies	Charge location/School Program Manager	_____
6	Obtain signature of <b>Procurement Office</b>	M-DCPS Chief Procurement Officer	Varies	Charge location/School Program Manager	_____
7	Obtain signature of <b>Risk Management Office</b>	M-DCPS Risk and Benefits Officer	Risk Management Office	Charge location/School Program Manager	_____

Step	Action / Place / Reason	Signature Required	Contact Person	Party Responsible for Tracking Contract	Step Completed (Responsible party please sign)
8	Take contract to <b>Grants Administration</b> . Include <b>this form</b> plus all documentation referenced in it to continue routing through District offices.	None	OIAGA Staff	Charge location/School Program Manager	_____
9	Generate <b>ERP (SAP) Shopping Cart</b> and get it FULLY APPROVED through your location's chain of approvals. Please include a copy of the shopping cart with evidence that it has been fully approved in the contract packet.	None	Varies	Charge location/School Program Manager	_____
10	Obtain signature of <b>School Board Attorney</b>	M-DCPS School Board Attorney	School Board Attorney, as assigned	Grants Administration	_____
11	Obtain signature of the <b>OIAGA Financial Reporting Unit (FRU)</b>	FRU Director of Community Outreach	OIAGA Staff		_____
12	Obtain signature of <b>Associate Superintendent OIAGA</b>	M-DCPS Associate Superintendent OIAGA	OIAGA Staff		_____
13	Obtain signature of <b>Superintendent</b> <i>*Note: Follow internal review process as required</i>	M-DCPS Superintendent or authorized designee	OIAGA Staff		_____
14	Return original document to <b>Charge location/School Program Manager</b>	None	OIAGA Staff		_____
15	Attach <b>original fully executed signed contract</b> (electronic file) to the shopping cart from <b>Step 8</b> in the ERP (SAP) system.	None	Varies	Charge location/School Program Manager	_____