



## Superintendent - President Signature Routing Form (Agreements, Contracts, MOUs, etc.)

1. Division/Department: \_\_\_\_\_

2. Today's Date: \_\_\_\_\_

3. Vendor Name: \_\_\_\_\_

4. Document Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes to Superintendent-President:**

5. When completed, return Document to: \_\_\_\_\_  
*Name / Department*

**Note: Agreement must be signed by vendor prior to routing for approval.**

Dean/Director reviewed on: \_\_\_\_\_  
*Date* *Signature*

Vice President of Area/Division reviewed and approved document on: \_\_\_\_\_  
*(Date)*  
VP Signature: \_\_\_\_\_

Vice President of Administrative Services reviewed and approved document on \_\_\_\_\_  
*(Date)*  
VP Signature: \_\_\_\_\_

**For Superintendent-President Office Use:**    **For Board Consent**       **Requires Board Approval**

### INSTRUCTIONS

1. Complete this routing form and attach agreement/contract/MOU via Adobe Sign.
2. Route for signatures to: 1) Area Dean/Director, 2) Area Vice President, 3) VP of Admin. Services, 4) Superintendent-President's Assistant, Michelle Henderson (she will obtain signature).
3. If the Superintendent-President recommends Board Approval rather than Board Consent/Ratification, your office will be notified by the Assistant to the Superintendent-President.
4. The department is responsible to submit for Board Approval when applicable.
5. **ALL** New, Revised, and/or Renewal agreements must be approved/ratified by the Board per BP 6340.
6. Once the department receives the fully executed agreement, a Requisition must be completed **immediately**.

**If the Superintendent-President requires Board Approval, the signed agreement will be returned to the department after the Board Meeting.**

*For questions, contact the Vice President of Administrative Services, Extension 7673.*