



# Contract Routing Form

## For Superintendent-President Signature

(Agreements, Contracts, MOUs, etc.)

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

1. Today's Date: \_\_\_\_\_
2. Division/Department: \_\_\_\_\_
3. Submitted By: \_\_\_\_\_
4. Return Completed Document To:  Submitter  Other \_\_\_\_\_
5. Document Information:

**File Naming Structure**  
**CR.Vendor.Name.Year and Effective  
 Month of Contract.**  
 (See Instruction #3 below for example)

<b>Vendor Name:</b>	
<b>Cost:</b>	<input type="checkbox"/> Total \$ _____ <input type="checkbox"/> NTE \$ _____ <input type="checkbox"/> Fee Schedule (attached) <input type="checkbox"/> Revenue to the District \$ _____ <input type="checkbox"/> N/A
<b>Funding Source:</b>	<input type="checkbox"/> General Fund <input type="checkbox"/> Restricted _____ (Fund Name) <input type="checkbox"/> N/A
<b>Contract Dates:</b>	
<b>Description of Service:</b>	
<b>Additional Comments: (optional)</b>	

6. Approval Workflow – sign and date to confirm document review and approval

Title	Name	Signature	Date of Approval
Dean/Director			
VP of Area/Division			
PIO – ONLY for Printing, Advertising & Communications agreements	Amanda Simpson		
VP of Admin Services	Deedee Garcia		

### INSTRUCTIONS

1. Complete the Contract/Agreement/MOU (document) and obtain the vendor's signature.
2. Access the Contract Routing Form in the Template Library in Adobe Sign or on the President's Office Resource Page at [www.barstow.edu/about-bcc/office-president/resources](http://www.barstow.edu/about-bcc/office-president/resources)
3. Complete #'s 1-6 above, save form using the following naming structure, **CR.Vendor.Name.Year and Effective Month of Contract** (i.e. CR.Cambridge.West.2021.10) attach the doc in Adobe Sign and route for signatures in the order listed below.
4. Signature workflow: 1) Signer #1 = area dean/director, 2) Signer #2 = area VP, 3) Signer #3 = PIO for all printing, advertising & communications agreements 4) Signer #4 = VP of admin. services, 5) Delegator = Michelle Henderson (assign Michelle as the delegator for the Sup-Pres signature line on the document).
5. Michelle will delegate signing to the Sup-Pres and prepare the document for the Board agenda.
6. If the document is **Board Ratified** the Sup-Pres will sign and it will be routed back to the designated person and placed on the board agenda. If the document requires **Board Approval** it will be placed on the next available Board agenda and then following Board approval it will be signed by the Sup-Pres and routed back to the designated person.
7. Once the designated person receives the signed (fully executed) agreement they must submit a Requisition **immediately**.

ALL New, Revised, and/or Renewal agreements must be approved/ratified by the Board per BP 6340.  
 For questions, contact the Executive Assistant to the Superintendent-President, Extension 7214.