

**CONTRACT ROUTING SLIP**  
Please complete all 13 boxes.

<b>1</b> College: _____ <input type="checkbox"/> CGCC <input type="checkbox"/> DO <input type="checkbox"/> EMCC <input type="checkbox"/> GWCC <input type="checkbox"/> GCC <input type="checkbox"/> MSC <input type="checkbox"/> MCC <input type="checkbox"/> PVCC <input type="checkbox"/> PC <input type="checkbox"/> RSC <input type="checkbox"/> SCC <input type="checkbox"/> SMCC	<b>2</b> Req. # _____ PO # _____ <small>If PO issued by college, please cancel or provide an explanation for issuing PO before contract has been reviewed/signed by Legal.</small>
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<b>3</b> Vendor Name: _____ Please make sure Vendor name on the contract matches the vendor name in FMS.	<b>4</b> Is vendor a current employee? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If yes, then an Independent Contractor Analysis Worksheet must be completed. Please note that a current employee may not provide services to MCCCC unless MCCCC has engaged in some competitive bidding for the purchase of those services.</small>
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<b>5</b> Type of Contract: <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"> <input type="checkbox"/> Advertising  <input type="checkbox"/> Catering / Hotel Contract  <input type="checkbox"/> Educational Services  <input type="checkbox"/> Facility Use  <input type="checkbox"/> Grant (See Item 7)         </td> <td style="width:50%; border: none;"> <input type="checkbox"/> Intergovernmental Agreement (See Item 7)  <input type="checkbox"/> Lease (See Item 7)  <input type="checkbox"/> Software License (See Item 7)  <input type="checkbox"/> Professional Services  <input type="checkbox"/> Other: _____ (See Item 6)         </td> </tr> </table>	<input type="checkbox"/> Advertising <input type="checkbox"/> Catering / Hotel Contract <input type="checkbox"/> Educational Services <input type="checkbox"/> Facility Use <input type="checkbox"/> Grant (See Item 7)	<input type="checkbox"/> Intergovernmental Agreement (See Item 7) <input type="checkbox"/> Lease (See Item 7) <input type="checkbox"/> Software License (See Item 7) <input type="checkbox"/> Professional Services <input type="checkbox"/> Other: _____ (See Item 6)	<b>6</b> Is Purchasing approval required? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>Purchasing approval is required for all services contracts \$10,000 or greater except for Contracts for Professional Services, which require purchasing approval if \$25,000 or over. Please forward competitive documentation or sole source justification to Purchasing.</small>
<input type="checkbox"/> Advertising <input type="checkbox"/> Catering / Hotel Contract <input type="checkbox"/> Educational Services <input type="checkbox"/> Facility Use <input type="checkbox"/> Grant (See Item 7)	<input type="checkbox"/> Intergovernmental Agreement (See Item 7) <input type="checkbox"/> Lease (See Item 7) <input type="checkbox"/> Software License (See Item 7) <input type="checkbox"/> Professional Services <input type="checkbox"/> Other: _____ (See Item 6)		

**7** Does the contract require Board approval?  
 YES    NO

Has an action item been submitted/approved?  
 YES    NO

Date Governing Board approved: \_\_\_\_\_

Governing Board approval is required for all single purchase orders \$100,000 or greater, all leases of MCCCCD property, and leases of other property that exceed \$100,000 per year or \$300,000 over the life of the lease.

**8** Has the vendor provided an insurance certificate that meets MCCCCD's requirements?  
 YES    NO

If not, has the College waived the requirements?  
 YES    NO

It is the college's responsibility to ensure that an insurance certificate is on file. All contracts deemed to have risk associated with the services provided will be held for signature until an insurance certificate is on file or until Legal receives a waiver from the College President.

**9** Does the event require an Official Function form?  
 YES    NO

An approved Official Function Form is required for all contracts involving catering, employee or officer retreats, and conference banquet or hotel contracts. A copy of the Official Function Form should be attached to the contract. See also Administrative Regulation 1.16, Official Functions.

**10** Has the performance period for this event already passed?  
 YES    NO

Contracts will not be signed after-the-fact. Instead, they are approved for payment as a claim. Please provide an explanation as to why the contract was not signed prior to the event, a copy of the invoice, and College President approval of the claim.

**11** Is RUSH processing requested?  
 YES    NO

When is the deadline? \_\_\_\_\_

All contracts are processed in the order received. For RUSH contracts, please send an e-mail explanation as to why this contract is a priority and why it was not submitted sooner.

**12** Have you gone to the Privacy Website at [privacy.maricopa.edu](http://privacy.maricopa.edu), completed the required Requester Due Diligence Questionnaire, and attached it to the requisition or submitted it with your contract?  
**If not, please go to [privacy.maricopa.edu](http://privacy.maricopa.edu) and complete the online questionnaire.**    YES    NO

Contracts will not be processed without the required privacy/security form accompanying them.

**13** SPECIAL INSTRUCTIONS / NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

 <b>MARICOPA</b> COMMUNITY COLLEGES	Office of General Counsel ATTN: Gloria Schoonover 2411 West 14 <sup>th</sup> Street Tempe, AZ 85281-6942 480-731-8881 / 480-731-8890 fax
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