

CONTRACT ROUTING SLIP
Please complete all 13 boxes.

1 College: _____
 CGCC DO EMCC GWCC GCC MSC
 MCC PVCC PC RSC SCC SMCC

2 Req. # _____
 PO # _____
 If PO issued by college, please cancel or provide an explanation for issuing PO before contract has been reviewed/signed by Legal.
 The amount of the requisition must match the amount on the contract.

3 Vendor Name: _____
 Please make sure Vendor name on the contract matches the vendor name in FMS.

4 Is vendor a current employee?
 YES NO
 If yes, then an Independent Contractor Analysis Worksheet must be completed. Please note that a current employee may not provide services to MCCCDC unless MCCCDC has engaged in some competitive bidding for the purchase of those services.

5 Type of Contract:

<input type="checkbox"/> Advertising	<input type="checkbox"/> Intergovernmental Agreement (See Item 7)
<input type="checkbox"/> Catering / Hotel Contract	<input type="checkbox"/> Lease (See Item 7)
<input type="checkbox"/> Educational Services	<input type="checkbox"/> Software License (See Item 7)
<input type="checkbox"/> Facility Use	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Grant (See Item 7)	<input type="checkbox"/> Other: _____ (See Item 6)

6 Is Purchasing approval required?
 YES NO
 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.

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 MCCCDC 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 MCCCDC'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, 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 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: _____



Office of General Counsel
 ATTN: Gloria Schoonover
 2411 West 14th Street
 Tempe, AZ 85281-6942
 480-731-8881 / 480-731-8890 fax