



Sacramento City Unified School District Unauthorized Contract Form

Today's Date: _____

Contract Originator: _____

School/Department: _____

The District's contract procedures require that contracts for outside services be completed with authorized signatures and a requisition be created and approved by all appropriate budget approvers and necessary departments prior to the commencement of any work or services. The failure of incomplete procedures may result in unpaid contracts and department/school administrators may be held personally responsible.

The following service contract lacked compliance with the District's contracting procedures. Please complete the following:

CONTRACTOR NAME: _____ VENDOR ID # _____

REQUISITION NUMBER: _____ BUDGET CODE: _____

CONTRACT DESCRIPTION: _____

TERM OF SERVICE PROVIDED: _____

SERVICE COST/AMOUNT: _____

PLEASE PROVIDE AN EXPLANATION WHY THE CONTRACTED SERVICES PROCEDURES WERE NOT FOLLOWED

WHAT HAS BEEN PUT IN PLACE TO INSURE THESE PROCEDURES ARE FOLLOWED IN THE FUTURE?

Department/Site Administrator: *It is the Department/Site Leader's responsibility to sign and obtain Cabinet Member signature below. Once signature is obtained, submit this form and all signed invoices to Purchasing Services.

Acknowledgement. By initialing and signing below:

_____ I certify that I understand I must comply with the District's Contract Procedures. I understand that the policies are published on the District's Contract Department webpage and are accessible to me at any time. I also understand that I may be personally liable to pay for services that start without an authorized, fully executed Agreement and District Purchase Order.

PRINT NAME: _____

SIGNATURE: _____

Cabinet Member Signature:

PRINT NAME: _____

SIGNATURE: _____