

VENDOR AGREEMENT SUBMISSION COVER SHEET

Please use this form to summarize vendor agreements and scan it with the scanned agreement before sending your submission to the District. This will allow the BOE to quickly review the details included below. Thank you

Requesting Department / Building	
Submitted by: (Your Name)	

SCHOOL YEAR:	
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VENDOR NAME:	
Start Date / End Date	TO
RATE: PER HOUR/ SESSION/Year	
GRAND TOTAL or NOT TO ACCEED AMOUNT: Indicate the total fee or estimated total fee, <u>not to exceed value</u> . Accounts Payable cannot pay more than this amount without additional BOE approval.	

PLEASE NOTE:	
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