

## CH (Exhibit – B)

# LTISD Contracts and Agreements Transmittal Form and Cover Page

All information in sections A, B and C below are to be provided with a copy of the contract to the Purchasing Office. A copy of the contract should be maintained by the campus / department. The contract will be reviewed, and if signed, issued a Contract reference number. An electronic copy of the signed contract will be returned to the campus / department. It is the end user's responsibility to forward a copy to the contractor. Any requests for information of this contract should reference this number. **NOTE: Do Not submit the form or contract if Booster or PTO Funds are being used.**

### A Contract Title / Description

**Original Term Dates:** Start:  End: 

 Is this an extension / amendment?  Yes If yes, new end date:  Original Reference #: 

 Est. Contract Value: \$  Solicitation Reference: 

- Contracts:
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Instructional / Data Sharing (IP)               | <input type="checkbox"/> IT Services / Maintenance (IT)              | <input type="checkbox"/> Facility / Venue Rentals (FS)     |
| <input type="checkbox"/> School / Class / Event Pictures (SC)            | <input type="checkbox"/> Equipment Maintenance (EM)                  | <input type="checkbox"/> Staff Development / Training (SD) |
| <input type="checkbox"/> Event Services / Equip Rentals (ES)             | <input type="checkbox"/> Field Trips / Student / Charter Travel (FT) | <input type="checkbox"/> Yearbook / Custom Printing (YC)   |
| <input type="checkbox"/> Specialized Student Services (SS)               | <input type="checkbox"/> Memorandum of Understanding (MU)            | <input type="checkbox"/> Major Contract / Agreement (MC)   |
| <input type="checkbox"/> Interlocal Agreement (IA)                       | <input type="checkbox"/> Software / Software Maintenance (SM)        |  |
| <input type="checkbox"/> Other Agreement Type (OA): <input type="text"/> |  |  |

### B Contractor Information

Contractor Name: <input type="text"/>	Business Phone #: <input type="text"/>
Business Address: <input type="text"/>	City: <input type="text"/> St: <input type="text"/> Zip: <input type="text"/>
Contact Person: <input type="text"/>	Title: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>

### C Campus / Department Information

Campus / Dept Name: <input type="text"/>	Campus / Department Org Code (3-digits): <input type="text"/>
Contact Person*: <input type="text"/>	Title: <input type="text"/> Phone: <input type="text"/>

Campus / Department Authorized Signature (required): <input checked="" type="checkbox"/>	Title: _____	Date: _____
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\* The contact person will be the individual handling and processing the contract.

#### Purchasing Office Information

Date Contract Received: <input type="text"/>	Rec'd by: <input type="text"/>	Database Entry Date: <input type="text"/>
<input type="checkbox"/> Forwarded to Administration for Signature	Name of Administrator: <input type="text"/>	
Purchasing Office Comments: <input style="width: 100%; height: 40px;" type="text"/>		