

Date Received _____ Date Returned _____ Requested by: _____

Request for Superintendent's Signature Form

Please attach this form to all documents needing the signature of the Superintendent

- A. Purpose of Document-i.e. Is the document an MOU, contract, request for services, etc. (Please briefly describe the purpose/intent of the document needing to be signed. The information should be such that it will provide the Superintendent with a brief, yet comprehensive understanding of what she is being asked to sign, and why. It is suggested that you provide this information in bulleted format.)

- B. What is the fiscal amount related/connected to this document? _____

- C. What budget will cover the expenses connected to this item? _____

- D. Who is the immediate contact for this document? _____

- E. What is the telephone # of this individual? _____

- F. Is there an alternate contact? (If yes, name and contact) _____

- G. Does this item require Board approval? Yes _____ No _____

If yes, on what date was it approved by the Board _____

Is there urgency for having this document signed?

If yes, by when _____

Why is there an urgency? _____

Comments from Superintendent:
