



Contract Review & Approval Form

Vendor Name	
Contract Amount \$	Terms/Length of Contract
Terrell ISD Bid #	or Purchasing Cooperative #
Contracted Service Agreement (CSA) form attached <input type="checkbox"/>	
Type of Service:	
Commodity Code:	
Sole Source <i>(Must meet one of the four reasons for sole source. TEA must approve Sole Source. User is responsible for TEA approval.)</i>	
Completed Sole Source Affidavit attached <input type="checkbox"/>	
Sole Source Reason:	
Student or Parent funded item or service <input type="checkbox"/>	Name of Student Group:
Account Code: - - - - -	
<i>*If using federal funds, proof of EDGAR compliance and current SAM.gov document must be attached</i>	

Approvals:

Typed Name	Signature	Date
Requestor:		
Principal/Director:		
Federal Funds Review:		
Purchasing Review:		
Legal Review:		
Purchasing Director: Michelle Johnson		
Deputy Superintendent:		