

AUTHORIZATION FOR SIGNATURE OF SUPERINTENDENT

Date:

To: Warren Drake, Superintendent of Schools

The attached document has been reviewed and is in proper order for Superintendent's signature.

Please check appropriate document:

Budget Budget Revision Grant Letter Agreement/Contract Miscellaneous

Contract/Agreement/Document Title:

Contract/Agreement/Document Number (if applicable):

Originator of Contract/Agreement/Document:

Awarded Company/Vendor(s):

Description of Products/Services:

Contract Value (estimate if you do not have an exact value):

Term of Contract/Agreement/

Renewal Date:

Document: Funding Source:

Board Approval Required: Yes No

Approval Date (if required):

Notes:

For Superintendent's Office use only:

Copy of completed form submitted to Purchasing Department for database entry: Yes No

If no, reason why:

Originator: _____ Date: _____

Approval: _____ Date: _____

Department Head

Legal Review: _____ Date: _____

Domoine D. Rutledge – General Counsel