

TEACH Public Schools – Contract Approval Template

Contract Information Contract Title:

- **Vendor / Contractor Name:**
 - **Type of Agreement:** MOU MOA Contract Amendment
 - **Service Description:**
 - **School / Department:** Prep TAT TTCHS Home Office
 - **Primary Site Address (if applicable):**
 - **Contract Term:** (Start Date – End Date)
 - **Renewal Option:** Yes No
 - **Termination Clause Included:** Yes No
-

Financial Details (Per TEACH Fiscal Policy)

- **Total Contract Amount:** \$
- **Payment Structure:** One-time Monthly Milestones Reimbursement
- **Funding Source / Budget Code:**
- **Fiscal Year(s):**
- **Exhibit A (Scope of Services & Pricing) Attached:** Yes No

Approval Thresholds (Fiscal Policy Alignment)

- **Under \$5,000** – Director of Business & Administration approval
 - **\$5,000 – \$24,999** – Executive Director approval
 - **\$25,000+** – Board approval required
-

Compliance & Risk Review

- **W-9 Received:** Yes No
 - **Certificate of Insurance (COI) Received:** Yes No N/A
 - **Insurance Coverage Meets TEACH Requirements:** Yes No
 - **Background Checks Required (on-campus services):** Yes No N/A
 - **FERPA / Data Sharing Language Reviewed:** Yes No N/A
 - **Indemnification Clause Included:** Yes No
 - **Legal Review Required:** Yes No
-

Procurify Reference

- **Procurify Request Created:** Yes No
- **Procurify Request Number:**
- **PO Required:** Yes No
- **Approver in Procurify Matches Fiscal Threshold:** Yes No

TEACH Public Schools – Contract Approval Template

- **Contract Uploaded to Procurify:** Yes No

Key Notes / Conditions

(Identify any risks, missing items, required revisions, or conditions prior to approval)

Approval Routing

Role	Name	Signature	Date
-------------	-------------	------------------	-------------

Director of Business & Administration

Executive Director

Board of Directors (if required)

Final Approval Status

- Approved
- Approved with Conditions
- Not Approved

Conditions (if applicable):

Final Approved By: _____

Title: _____

Date: _____