



PRESIDENT'S OFFICE
SIGNATURE REQUEST FORM

Reference: BP 6100, BP 6340, and AP 2710

Department: _____

Date: _____

Name: _____

Ext: _____

Document: _____

Cost: _____

Summary of Request: _____

SECTION A - Board Goals

The following information will assist with determining if documents need Board approval through Resolution or through the monthly Warrants Paid Resolution. All MOUs, agreements, and/or contracts must be signed by the Superintendent/President.

- All new, revised, or renewal agreements must be approved by the Board through a Resolution unless they pertain to maintenance, equipment services, personal or professional services, or instructional assistance and are under \$20,000. These agreements may be approved by the Superintendent/President and ratified by the Board through the approval of the warrants (BP 6340).

Instructions:

Does the agreement align with any of the following goals, or is it above \$20,000?

Table with 2 columns: Goal Number and Goal Description. Includes goals like 'Monitor improvement in comprehensive educational plans' and 'Monitor the development of CTE programs'.

YES, your agreement needs Board approval through Resolution - forward agreement to the Vice President of your area and Executive Assistant with a Resolution for Board approval.

- If document has been approved by the Board; provide Resolution No. _____ Date approved: _____

NO, continue to Section B

SECTION B - Routing

- Type Dr. Johnson's signature block on all required areas: Lennor M. Johnson, Ed.D. Superintendent/President or Dr. Lennor M. Johnson, Superintendent/President
All documents must be reviewed and approved in advance by your division's Dean, Vice President, and the CBO (or designee).
Identify and flag all sections, including Section C, requiring signatures from the Dean, VP, CBO, and Superintendent/President.
Route document via Adobe Sign or in person. Place this form as page 1 of the packet and Cc: Mabel Vargas (Adobe Sign only)

SECTION C - Conflict of Interest

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract if he/she/they has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her/they immediate family, his/her/their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Required: I hereby confirm, to the best of my knowledge, that this agreement does not contravene ICCD AP 2710 Conflict of Interest.

Director, Associate Dean, Dean, Vice President Signature _____ NAME: _____

Signatures

Dean _____ Vice President _____ CBO _____
Date _____ Date _____ Date _____