



# Routing of Contracts Paid with Grant Funds

*Electronic contracts should be routed for signatures with all supporting documentation.*

*All contracts should be fully executed prior to the commencement of agreed upon services.*

Step	Action / Place / Reason	Signature Required	Contact Person	Party Responsible for Tracking Contract	Step Completed (Responsible party please sign)
1	<b>Vet contract for legal sufficiency</b> between the vendor/partner and the School Board attorney <i>(Facilitated by the Program Manager)</i>	None	School Board Attorney as assigned	Charge location/School Program Manager	_____
2	Obtain signature of <b>vendor or partner organization</b> . <i>*Note: If a partner organization is giving/paying M-DCPS funds, the partner organization signs after the Superintendent.</i>	Legally authorized signature from vendor or partner organization	Varies	Charge location/School Program Manager	_____
3	<i>IF CONTRACT PURPOSE IS TO PURCHASE GOODS OR SERVICES, generate ERP (SAP) Shopping Cart or Funds Reservation</i> and have FULLY APPROVED through your location's chain of approvals. Include copy of the shopping cart with fully approved evidence in contract packet.	None	Varies	Charge location/School Program Manager	_____
4	Obtain signature of <b>charge location administrator</b>	M-DCPS charge location administrator	Varies	Charge location/School Program Manager	_____
5	Obtain signature of <b>Region Superintendent</b> <i>(If applicable)</i>	M-DCPS Region Superintendent	Varies	Charge location/School Program Manager	_____
6	Obtain signature of <b>Risk &amp; Benefits Office</b>	M-DCPS Risk & Benefits Officer	Executive Director, Risk & Benefits	Charge location/School Program Manager	_____

Step	Action / Place / Reason	Signature Required	Contact Person	Party Responsible for Tracking Contract	Step Completed (Responsible party please sign)
7	Obtain signature of <b>Procurement Office</b>	M-DCPS Chief Procurement Officer	Chief Procurement Officer	Charge location/School Program Manager	_____
8	Obtain signature of <b>School Board Attorney</b>	M-DCPS School Board Attorney	School Board Attorney, as assigned	Charge location/School Program Manager	_____
9	Obtain signature of <b>Bureau Chief</b> ( <i>unless already obtained</i> )	M-DCPS Associate/ Assistant Superintendent	Varies	Charge location/School Program Manager	_____
10	Obtain signature of the <b>OGA Grants Development Unit</b>	OGA Staff	OGA Staff	OGA Staff	_____
11	Obtain signature of <b>Chief Financial Officer</b>	Chief Financial Officer, Financial Services	OGA Staff		_____
12	Obtain signature of <b>Superintendent</b> <i>*Note: Follow internal review process as required</i>	M-DCPS Superintendent or authorized designee	OGA Staff		_____
13	Return original document to <b>Charge location/School Program Manager</b>	None	OGA Staff		_____
14	Attach <b>fully executed contract</b> (electronic file) to the shopping cart from <i>Step 3</i> in the ERP (SAP) system.	None	Varies	Charge location/School Program Manager	_____