

MEMORANDUM

To: All Administrators, Principals, Vice-Principals, Directors, Office Managers, and Administrative Secretaries

From: Wael Saleh, Assistant Superintendent, Business Services

Date: September 28, 2018

Subject: New Contract Processing Procedures

The Business Department, after a discussion with the executive cabinet, has implemented a new procedure for processing all contracts in the hope of better managing the District's risk from any potential claims.

Starting October 1, 2018, all contracts need to be signed by Dr. John Puglisi AND Wael Saleh, OR their Designee. We would appreciate obtaining the signatures **before** the services commence.

Also, **before starting the services**, all required documents listed in the signed agreement (such as Certificate of Insurance, Licenses...etc.) must be received from the providers/vendors and attached to the contract.

Please note that this is not to make your job harder but to actually support you and your Department while protecting the District from any potential exposure. You still will be able to choose your preferred contractor/vendor, negotiate a price and have the initial review of the contract and process the requisition. Then the business department will do the final review, validate the availability of funds, sign it and send it to the Superintendent for his signature.

Thank you for your cooperation in this matter. We appreciate your support.



Wael Saleh
Assistant Superintendent, Business Services