

**JACKSON PUBLIC SCHOOL DISTRICT  
INTERNAL CONTRACT INPUT FORM**

Procedures BBF Administrative Consultants

JPS employees should use this form to submit contracts to the General Counsel's office for review. All applicable fields must be completed.

**Originating Department:** \_\_\_\_\_

**Date to be presented or approved by Board:** \_\_\_\_\_

**Date approved by Board:** \_\_\_\_\_

**Date needed:** \_\_\_\_\_

**Name & Address of Contracting Party**

**Contact Persons**

\_\_\_\_\_  
Name of Contracting Party

\_\_\_\_\_  
Contracting Party Name & Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contracting Party Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contracting Party Email Address

\_\_\_\_\_  
JPS Party Name & Phone

**Type of Agreement:**

- Construction**
- Professional Services**  
(Architectural, engineering, project/program management, consultant, school reform, etc.)
- Technology**
  - Hardware license agreement
  - Software license agreement
- Commodities/Equipment**
- Sale or Lease of Real Property**
- Amendment of Existing Agreement**      **Dated:** \_\_\_\_\_
- Renewal of Existing Agreement**      **Dated:** \_\_\_\_\_

**Budget:**     **JPS Funds**       **Other Funding Source** \_\_\_\_\_

**Please provide a short explanation of the Project:**

**Please indicate whether other departments are involved:**       **Yes**       **No**  
**If so, what are their roles:**

**Please attach a copy of the specifications and proposal, if applicable**

**Please list all channels of distribution:**

**APPROVALS:**

- Legal Department      \_\_\_\_\_      **Date:** \_\_\_\_\_
- Project Originator      \_\_\_\_\_      **Date:** \_\_\_\_\_
- Supervisor/Asst. Supt.      \_\_\_\_\_      **Date:** \_\_\_\_\_
- Deputy Associate Supt.      \_\_\_\_\_      **Date:** \_\_\_\_\_

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Superintendent \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Board President \_\_\_\_\_ **Date:** \_\_\_\_\_

*Copies of Executed Agreements: District Counsel (original); Project Originator; Contracting Company (original)*