



Contract Procedure

All cost center/departments that will be procuring goods/services from a vendor in excess of \$10,000 per fiscal year will require a contract:

- Complete the *Contract Request Form* (example attached).
- Enter Requisition into MUNIS including detailed description of what is being purchased (example attached)
- Submit Contract Request Form and Requisition via email to the Business Office:
alyssa.bosse@weymouthschools.org & amy.mohr@weymouthschools.org

Upon receipt of the above paperwork the Business Office will:

- Review Request & supporting documents
- Check expenditures in MUNIS
- Complete tracking spreadsheet
- Review due diligence paperwork and print corporate status page (work with cost center/departments with any questions)
- Create contract
- Send contract & due diligence paperwork to Vendor and cc: cost center/department
- Liaise with vendor (contract to be returned w/in 10 business days)
- Once contract is signed by vendor and the business office, forward to Town Hall for routing and contract #
- Upon return of fully executed contract; (1) to Vendor and (1) file. A copy will be sent to cost center/department for their records.