

Business Department
Contract Review and Approval Process

1. Overview

This document describes the review process for Eagle Mountain-Saginaw Independent School District contracts and the required reviews by the initiating campus or departments. Please read the document in its entirety, as it contains important information that you may need when submitting a contract for review.

2. Review of EMS ISD Contracts

A contract is any legally enforceable agreement whether or not it is titled “contract.” Contracts include, but are not limited to, letters of agreement, lecture or performance agreements, licenses, memoranda of understanding, and terms and conditions related to all types of transactions. All EMS ISD contracts must be in writing. An agreement may be a binding contract even though one party provides something of value to the other party at no charge. Therefore, the District may have an interest even though there is no financial transaction. The correct legal name of EMS ISD which should appear on all EMS ISD’s contracts is “Eagle Mountain-Saginaw Independent School District”.

3. Contract Review Process

a. Initial Review by the Initiating Campus or Department

Contracts must be **read completely** by the requestor to confirm that it includes what has

b. Submit a Contract Review Form

Following the review by the initiating campus or department, a Contract Review Form must be completed. The Contract Review Form is located with Eduphoria. Below are some quick steps to access and submit the form:

1. Log into Eduphoria;
2. Click on Formspace
3. Click on Submit New Form
4. Click on Business Office Forms
5. Select the appropriate Contract Review Form:
 - Campus: select the form that is *applicable* for the type of contract being submitted.
 - Admin Departments: select your departments form.
6. Fill out the form (Page 1 only), upload a copy of the contract and press submit. That's it, you're done!
 - Form is automatically routed to the first designated approver;
 - A notification email is sent to the submitter of the form – confirming submission;
 - A notification email is sent to first designated approver – requesting action;

c. Form Routing

The Contract Review Form will automatically route to the first designated approver.

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1. The contract is approved as to form in which case the signing authority may sign the contract and submit a signed copy to the Office of the Chief Financial