



12345 El Monte Rd.
Los Altos Hills, CA 94022
Foothill College
De Anza College

BOND CONTRACT ROUTING SHEET

(Required for all Measure C or G Contracts less than the [Bid Limit](#))

All Contracts/Agreements for Measure C or G must be approved prior to any services or work performed. District Contract templates are available at [Purchasing Contracts & Forms](#). Use this form to obtain District counter signatures and placement for BOARD RATIFICATION.

Must be submitted at least 2 days before official Board deadline.

Include the Vendor signed Contract when submitting for approval.

Requisitioner Name: _____ Date: _____

Project Manager Name: _____ PM Email: _____

Project Location: De Anza Foothill District Office Sunnyvale

CONTRACT INFORMATION:

Contract Name: _____ Contract Term: Start Date: _____ End Date: _____

Vendor Name: _____

Project Name: _____ Project Number: _____

Contract Amount: \$ _____ or No Cost

Funding Source: Measure C Measure G General Fund Other, Specify _____

Contract Type: Original Contract Change Order^{1,2} Time Extension³

Anticipated Board Meeting Date for Ratification: _____

Description of Service or Change Order:

APPROVALS: (All Approvers required unless noted.)

1. Director, Capital Construction Program Signature: _____ Date: _____

2. Executive Director, Facilities and Operations Signature: _____ Date: _____

3. Director, Purchasing, Contracts, & Risk Mgmt. Signature: _____ Date: _____

4. ETS (as needed)⁴ Signature: _____ Date: _____

5. **ACCEPTOR:** Risk@fhda.edu⁵

NEXT STEPS BY CONTRACT AMOUNT:

- **Less than \$20,000:** After Board ratification, Contract signed by Executive Director, Facilities and Operations and returned to Requisitioner.
- **\$20,000 to Bid Limit:** After Board ratification, Contract signed by Vice Chancellor, Business Services and returned to Requisitioner.
- **Greater than Bid Limit:** Do not use this form. Contact Purchasing for assistance.

¹ – If original contract received prior Board approval as a standalone item, any cost Change Orders must be Board approved. **Do not use this form.**

² – If original contract was ratified by the Board and exceeds the [bid limit](#) upon a Change Order, it must be Board approved. **Do not use this form.**

³ – Time extension Change Orders require Board ratification only.

⁴ – Bond Directors to determine if needed.

⁵ – Indicate Risk@fhda.edu as “acceptor” of the form in Adobe Sign as the last step in approval process.

QUESTIONS? Please contact Purchasing or visit: <https://purchasing.fhda.edu/>