



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

### CONTRACT ROUTING SHEET

(Required for Contracts greater than \$20,000 aggregate including Change Orders)

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

All Contracts/Agreements must be approved prior to any services or work performed. District Contract templates are available at [Purchasing Contracts & Forms](#). In accordance with [Resolution 2022-25](#), all District Contracts exceeding \$20,000 require approval from the Vice Chancellor, Business Services unless previously authorized by the Board of Trustees.

*Include the Contract when submitting for approval.*

Contract Originator Name: \_\_\_\_\_ Department: \_\_\_\_\_

Contract Originator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Origination Location:  De Anza  Foothill  District Office  Sunnyvale

#### CONTRACT INFORMATION:

Contract Name: \_\_\_\_\_

Funding Source: (check one)  General Fund  Categorical  Foundation  Other (specify) \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ (check one)  Cost  Revenue  No Cost

Anticipated Board Meeting Date for Ratification or Approval: \_\_\_\_\_

Type of Service: \_\_\_\_\_

#### APPROVALS: (All Approvers required unless noted.)

1. Originator's Manager / Dean / Area VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. VP, Finance / VC / Exec. Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

4. ETS (as needed)<sup>1</sup> Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Grants Office (as needed)<sup>1</sup> Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. **Acceptor:** Contracts@fhda.edu<sup>2</sup>

#### NEXT STEPS BY CONTRACT AMOUNT:

- **Less than \$20,000:** Completed by College Campus. See [Purchasing and Payment Authority Grid](#) for Signature Authority.
- **\$20,000 to Bid Limit:** After Board of Trustees ratification, the Contract will be signed by the VC, Business Services<sup>3</sup>, stamped with the date of approval, and sent back to the Originator (as listed above). A copy will be filed in Business Services.
- **Greater than Bid Limit:** After Board of Trustees approval, the Contract will be signed by the VC, Business Services<sup>3</sup>, stamped with the date of approval, and sent back to the Originator (as listed above). A copy will be filed in Business Services.

<sup>1</sup> - Will be determined by Campus Business Officers or appropriate Vice Chancellor.

<sup>2</sup> - Acceptor will route to VC, Business Services for signature after Board ratification or approval.

<sup>3</sup> - Required prior to commencement of work.

QUESTIONS? See the [Contract Approval Flow Chart for Services](#) or contact Business Services.