



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

NO COST CONTRACT ROUTING SHEET

This form is used to submit MOUs, clinical, internship, revenue-generating, or other no-cost agreements to the District for Board ratification. Include the Contract and relevant supporting documents when submitting this routing sheet.

Contract Originator Name: _____ Department: _____

Contract Originator Signature: _____ Date: _____

Contract Origination Location: De Anza ___ Foothill ___ District Office ___ Sunnyvale ___

CONTRACT INFORMATION:

Vendor/Partner Name: _____

Contract Type: MOU ___ Clinical ___ Internship ___ Revenue ___ Revenue Amount \$ _____

Other (specify): _____

Term: Start date _____ End date _____

Contract Description/Purpose:

APPROVALS: (All Approvers required unless noted.)

1. Originator’s Manager / Dean / Area VP Signature: _____ Date: _____

2. VP Admin. Services/Finance Administration Signature: _____ Date: _____

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

4. **Acceptor:** Contracts@fhda.edu *

NEXT STEPS:

* Indicate contracts@fhda.edu email in Adobe Sign as Acceptor. Acceptor will obtain District countersignature and return agreement to contract originator within 5 business days.