

Contract Special Project
Board Approval Date: _____

INTERNAL USE ONLY
Not to be provided to Contracting Party

PLEASE ATTACH TO ALL CONTRACTS
ATTENTION: Labor Relations

CONTRACT CHECKLIST

Responsible BOCES Employee: _____ BOCES Dept.: _____
Name of Contracting Party: _____
Description of Services: _____
Term of Contract / Expiration Date: _____
Contract Amount: _____
Payment Terms: _____

Is Contract subject to EdLaw 2d Regulations? Yes No
*EdLaw 2d involves any 3rd party vendor (excluding schools) that will have access to Personally Identifiable Information ("PII"), which is generally defined as any data from the student records of an educational agency that could potentially be used, alone or in combination with other data elements, to identify a particular student, or teacher or principal annual professional performance review (APPR) data. If yes, completed Data Sharing and Confidentiality Agreement **must be included**

Is Certificate of Liability Insurance required to be provided by BOCES? Yes No

Does contract require expenditure of funds by BOCES? Yes No

Is Finance Director / Purchasing Agent aware of expenditure of funds? Yes N/A

Was similar contract in place during the previous fiscal year? Yes No
If yes, identify changed terms below

Changed Terms: _____

Does contract contain BOCES District Superintendent signature line? Yes No
Answer must be **Yes**

By signing below, I acknowledge that I have reviewed the attached contract and the terms are acceptable under the guidelines of my program.

BOCES Employee Date

Assistant Superintendent / Director Date

Reviewed by Date

District Superintendent Date

**PLEASE RETURN VENDOR SIGNED ORIGINAL CONTRACT TO
LABOR RELATIONS DEPARTMENT**