

Department _____

Requestor _____

Form C

2025-26 Budget - Contractual and Consultant Requests

Complete the chart below for your contractual and consultant requests. For each of the following, a written agreement is typically required. All agreements with anticipated costs above \$15,000 will require Board of Education approval. All contracts below \$15,000 require superintendent approval.

Vendor	Purpose of Contract or Consultant Work	Open PO?	Total Cost	
TOTAL:				

*Attach supporting documentation, such as quotes

Supervisor Comments

___ Approved ___ Not Approved

Supervisor Signature

District Office Comments

___ Approved ___ Not Approved

District Office Signature

Business Office Approval

___ Approved ___ Not Approved

Business Administrator Signature

Budget Codes: ___ - ___ - ___ - ___ - ___

Amount: _____

___ - ___ - ___ - ___ - ___

Amount: _____