

President's Office

Signature Request Form (Agreements, Contracts, MOUs, etc.)

- | | |
|--|--|
| 1. Today's Date: _____ | 4. Needs Board Approval? ____ Yes ____ No
(Go to Step Two) |
| 2. Department:

Name: _____
Ext. _____ | Board Meeting Date Scheduled:
_____ |
| 3. Document Name :
_____ | 5. If Board Approved – Date Approved:

(Go to Step Three) |

Step Two

- a) Please submit a resolution and attach a clean electronic PDF copy of the document via BoardDocs.
- b) Type out or print out all areas where President Johnson's name is required as follows: Lennor M. Johnson, Ed.D., Superintendent/President or Dr. Lennor M. Johnson, Superintendent/President
- c) Flag all areas where President Johnson needs to sign.
- d) **Dean and Vice President Review and Approval required.**

Step Three (After Board Approval)

- a) Please route via Adobe Sign and cc Mabel Vargas, President's routing form on top; or
- b) Drop off for signature at the President's Office. Be sure to include routing form and flag all areas for signature.

Dean reviewed document on: _____
Date *Signature*

Vice President of Area/Division reviewed and approved document on: _____ (Date)

VP Signature: _____

***Only If applicable, i.e. Grants, New Programs, Budgets, etc.**

Chief Business Officer reviewed and approved document on: _____ (Date)

CBO Signature: _____

INSTRUCTIONS

1. Name the division or department requesting the President's Signature.
2. Add the date you are filling this form.
3. Document Name.
4. All NEW, REVISED, and/or RENEWAL agreements over \$20,000 must be approved/ratified by the Board.
5. All NEW, REVISED, and/or RENEWAL agreements under \$20,000 must be approved by VP, Dean, and signed by Superintendent/President. The agreements will go to the Board of Trustees under Warrants Paid.

References: See Board Policy/Administrative Procedure 6340 .

**Should you have any questions, please do not hesitate to call
Mabel Vargas at the President's Office, Extension 6219.**