

Board Agenda Request (BAR) Form

ALL DOCUMENTS

Document Title: Date_Meeting_Agenda Item Title_Rev Number

Examples:

Contracts: 07.15.16_BWS_AT&T Corporation Phone Services_Rev.2
Procurement: 11.03.16_BWS_Expeditionary Learning PD_Rev.1
Grant (no contract review) 05.31.17_BWS_Verizon Foundation Grants_Rev.2
Federal/State Req. 01.27.17_BWS_Special Course Applications_Rev.3

Document Format: All documents must be in **PDF** format.

BOADDOCS ENTRY INFORMATION

Meeting: _____

Subject: _____ (Name of Agenda Item)

Examples:

Contracts: AT&T Corporation Phone Services
Procurement: Expeditionary Learning PD
Grant (no contract review): Verizon Foundation Grants
Federal/State Req. Special Course Applications

Dollar Amount: _____
Example: \$102,000.00 (include total amount of multi-year contracts)

Budgeted: _____
(Yes, if item is included in the budget book)

Budget Source: _____

Recommended Action: _____

Example: It is recommended that the Shelby County Board of Education approves the request for professional services in the amount of \$102,000.

Approval: _____

Public Content:

Responsible Department : _____
Example: Beth Phalen, Business Operations (Chief, Department)

“Supporting Documents” will be posted here, to be viewed by the Public.
See “Supporting Document(s)” below

Administrative Content: Users with “Executive Administrative” access can see this content. This is where Board Briefing documents are located.

Executive Content: This content is seen by the Board to review. This is where Board Briefing documents are located.

SUPPORTING DOCUMENT(S)

Examples include: Board Template, contract, award letter and any other supporting documentation.
All documents submitted should follow the document title and format noted above.

List supporting documentation

1. _____
2. _____
3. _____

CHIEF SIGNATURE

Obtain the written approval of your Chief in the space provided below. An electronic signature is acceptable. Upon receipt of this signed form, the BAR Contact will review and place an approved draft agenda item on the next available Board agenda date following review.

Approval:

The above-described Board Agenda Item is approved for submission to the _____ Board Work Session agenda.

Signature: _____
Name: _____
Department/Title: _____

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If no contract is required, enter a requisition for the purchase in APECS.

If your Board item requires a contract, please also complete the following steps:

1. Enter a requisition for a purchase order in APECS.
2. If you have not already done so, submit your contract for review in the Contract Request Portal, which is accessible at <http://155casadap.mcsk12.net/casadap/req>.
To logon, use your Active Directory Username and Password. Please upload any documentation of the transaction provided by the vendor (proposal, quote, form contract, etc.). Also, include your APECS requisition number where requested.

Please allow thirty (30) days for contract review and negotiation prior to the deadline for placement of an item on the Board agenda.