

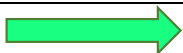
DENTON INDEPENDENT SCHOOL DISTRICT
Agreement/Contract Approval Worksheet for
Booster Club / PTA - Select Activities

REQUESTOR INFORMATION

Date Submitted:	Campus Booster Club / PTA:	Event Name:
Booster Club / PTA Contact:	Phone:	Email:
Vendor Name:	(see the DISD Risk Management website for a list of approved amusement device vendors)	
Product/Service:	(see the DISD Risk Management website for a link to the current approved amusement devices registered with the Texas Dept of Insurance)	
Contract/Event Date(s):	Funding Source:	

If you have reviewed the list of documents on the back of this form that are required for approval and have attached them, please sign here and proceed to the next step:

Required Booster Club/PTA Signature: _____ Date: _____	Notes:
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NEXT STEP: Forward to Level 1 -Campus Principal for review

Level 1 - Campus Principal

Campus Principal, if you have reviewed the attached documents and approve this contract/event, please sign below and proceed to the next step.

Required Campus Principal Signature: _____ Date: _____	Notes:
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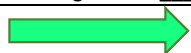


NEXT STEP: Forward to Level 2-Area Superintendent for review

Level 2 - Area Superintendent

Area Superintendent, if you have reviewed the attached documents and approve this contract/event, please sign below and proceed to the next step.

Required Area Superintendent Signature: _____ Date: _____	Notes:
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NEXT STEP: Forward to Level 3-Risk Management for review

Level 3 - Risk Management

Document:	Verified:	Date:	Notes:
Contract Approval Worksheet:			
Agreement with approved vendor:			
List of Amusement Devices:			
Current Inspection/Registration:			
Certificate of Insurance from PTA:			
Certificate of Insurance from Vendor:			

I have reviewed the attached documents and approve this contract.

Required Risk Management Signature: _____ Date: _____	Date Returned to Campus: _____
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Booster Club/PTA - Vendor for Select Activities

Please follow the steps listed below. (Questions are to be referred to the Risk Management Dept. at 940-369-0023)

Step 1. - Requestor

- The campus Booster Club/PTA wishing to have an agreement or contract approved fills in the Level 1 section.
- Each line must be filled in. If the line is not applicable to this contract, indicate with "N/A."
- Any paperwork such as a pricing quote, contact names, e-mails, phone numbers should be attached.
- The agreement or contract must be attached to this form.
- If this is for an inflatable, you must use a vendor on the approved list found on the Denton ISD Risk Management webpage. You must also include:
 - a copy of the Vendor Certificate of Liability Insurance naming the Booster Club/PTA as Additional Insured
 - a list of amusement devices being requested. Verify current inspections: <https://www.tdi.texas.gov/commercial/documents/lcamcurrentsticker.pdf>. Please indicate the TDI sticker number applicable to each device you are wishing to rent beside that device on the quote/contract. This information should be verified with the vendor prior to submission, if there is a question about the device described on the TDI website.
 - PTA must also attach a certificate of insurance of the Booster Club/PTA's liability coverage listing Denton ISD as additional insured.
- Once this section is completed, submit the form to the Campus Principal for consideration.

Step 2. - Level 1 Approval-Campus Principal

- The Campus Principal is to review the request and all attached documents.
 - If the request is approved at this level, the Campus Principal signs the form at Level 1 and forwards the form to the Level 2 - Area Superintendent.
 - If denied, it is returned to the requestor.

Step 3 - Level 2 Approval-Area Superintendent

- The Area Superintendent reviews the request and all attached documents.
 - If the request is approved, it is forwarded to Level 3-Risk Management.
 - If denied, it is returned to Level 1-Campus Principal.

Step 4 - Level 3 Approval-Risk Management

- Risk Management reviews the request and all attached documents.
 - Once the process is complete, it is scanned into Laserfiche and Risk Management emails the Requestor, Campus Principal and Area Superintendent.
 - All original documents are forwarded to the Campus Principal to forward to the Boosters/PTA.
 - If the request is approved, the Boosters/PTA may proceed with their contract.
 - If the request is denied, the Boosters/PTA may discuss with the Campus Principal and resubmit as a new request.

