

DISD Agreement/Contract Approval Worksheet

Campus Approved 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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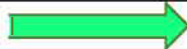


NEXT STEP: Forward to Level 2-Area Superintendent for review

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 and complete all steps listed below. Refer all questions to the Risk Management Dept at 940-369-0023

Step 1. Requestor - Verify the following is attached

Please check off next to each item.

Each line must be filled in. If the line is not applicable to this contract, indicate with "N/A"

Any paperwork pertaining to the event (price quotes, contract names, emails, phone numbers, etc..) must be attached.

The vendors agreement or contract must be attached to this form.

Inflatables/Bounce Houses

Please check off next to each item.

You must use a vendor on the DISD Risk Management Authorized Vendor listing.

[Click Here](#)

Vendor's not on the DISD Risk Management Authorized Vendor Listing, will need to fill out the PTA/Booster Clubs Application Request for Vendor Authorization

[Click Here](#)

Verify the inflatables/bounce house appear on each of the following websites:

Texas Department of Insurance - Amusement Ride - Stickers

Provide TDI Sticker number you are wishing to rent

Texas Department of Insurance-Amusement Ride - Current Insurance Policy

Provide TDI Insurance Company listed you are wishing to rent

Step 2. Requestor Information

Please check off next to each item.

Date Submitted, Campus Booster Club/PTA Name, Event Name

Booster Club/PTA Contact, Phone #, Email address

Vendor Name

Product/Service

Contract/Event Date(s), Funding Source

Once all of the above has been attached and completed the Booster Club/PTA must sign and date and forward to Campus Principal

Step 3. DISD Level of Signatures

Level 1 - Campus Principal - (forward to Area Superintendent office)

Level 2 - Area Superintendent - (forward to Risk Management office)

Level 3 - Risk Management - (forward to Sherry Arrington)

Approved Contract(s) will be submitted to Sherry Arrington for filing in Laserfiche and returning a signed contract to the Campus Booster Club/PTA Requestor

Declined Contract(s) will be returned to the Campus Principal to be resubmitted as a new request.

Questions regarding Booster Club/PTA contracts, you may contact
Risk Management at 940-369-0023 or email riskmanagement@dentonisd.org