

# RISK MANAGEMENT PRESENTS

## DISTRICT CONTRACT APPROVAL PROCESS

### APPROVAL STEPS

# TOP 12 STEPS TO VERIFY A CONTRACT

1. Campus/Department Requesting the Service or Product
2. Contract types (Student Activity, Campus, or Department)
3. Contract Name
4. Amount of a full-term contract
5. ***Must be Governed by Texas Law***
6. ***Any Indemnification Must be Removed***
7. Contract/Agreement with Terms and Conditions in “PDF Only” (if student related travel, itinerary must be attached to contract)
8. Contract/Agreement must have inserted signature field(s).
9. Vendor/Provider Name & Information (must match EFinance listing-no DBA's)
10. If a requisition (check request or purchase order) is needed “YES” has been selected. If “NO” a check request or P.O. will not be issued
11. Grant Fund account number (if applicable) is correct
12. Fund Code and Organization Number is correct

**PTA & BOOSTER CLUB CONTRACTS MUST USE THE FOLLOWING LINK**

**<https://www.dentonisd.org/Page/88717>**

# APPROVING A CONTRACT

## STEP - 1

[District Login](#)

The screenshot displays the Laserfiche Forms user interface. At the top, a blue navigation bar contains the following menu items: "Laserfiche Forms™", "Inbox", "Start Process", "Reports", "Design", and "Manage". An orange arrow labeled "1. Select" points to the "Inbox" menu item. Below the navigation bar, there are two tabs: "My Tasks" (which is active and underlined in green) and "Team Tasks". On the left side, a sidebar menu lists "Open Tasks" and "Drafts". An orange arrow labeled "2. Select" points to the "Open Tasks" menu item. The main content area features a search bar with the placeholder text "Search my open tasks" and a search icon. Below the search bar, there is a table header with a checkbox, a dropdown menu labeled "Task", a filter icon, and the text "Instance".

Department Name



Reassign option

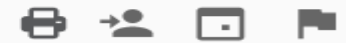
District Contract Approval



District Contact Info

Department Name

Assign to me



Only if you see this box would you Assign a contract to yourself.

District Contract Approval



District Contact Info

## District Contact Info

Submitter First Name: \*

Jane

Submitter Last Name: \*

Doe

Campus/Department Requesting the Service or Product: \*

104 - ALEXANDER ES

Grade Level / Program: \*

PreK-5

Example: 9th Grade/Counseling

Is there another point of contact for questions? \*

Yes

District Contact First Name: \*

Adriane

District Contact Last Name: \*

Cruz

District Contact Phone Number: \*

940-389-0025

## Contract Information

Contract Type: \*

Student Activity

Student Activity Contract Type: \*

Student Activity

Department Approval: \*

Fine Arts

Please identify the department approval that your contract falls within.

Contract Name: \*

Shutterfly, LLC., dba. Lifetouch, LLC

General Description of Service or Product: \*

All students grades PreK-5th grade pics for the 2022-2023 school year

Educational Purpose: \*

(Description must coincide with TEKS)

Beginning Date of Service: \*

9/1/2022

Ending Date of Service: \*

8/31/2025

Verify all information is accurate before approving contract.

The beginning date of this Contract is within 90 days. Please understand that your request may not be processed in time.

[Click here to view Board Policy](#)

I confirm that the document is editable and all signature fields are flagged for final signatures before I upload the Contract & Terms and Conditions.

I confirm that the attached contract contains language affirming that it shall be governed by the laws of the State of Texas. If such language is not included in the contract, proof of approval by Denton ISD's attorney, Deron Robinson, is included with the contract documents. NOTE: Do not check this box if these aforementioned statements cannot be met.

Contract and Terms and Conditions Upload: \*

Please attach 1 file with the Contract and Terms and Conditions included.

Upload

You have reached the maximum file limit: 1.

DISD Independent Contract... 157.75KB



PDF Files Only

### Vendor/Provider Information

Vendor/Provider Name: \*

Shutterfly, LLC. dba Lifetouch, LLC

Vendor/Provider Contact Name:

John Doe

Vendor/Provider Phone Number: \*

940-235-1234

Vendor/Provider Email Address: \*

jdoh@gmail.com

### Funding Information

Will this contract require a requisition? \*

Yes

Anticipated amount to be paid to Vendor/Provider over full term of Contract \*

\$ 98,105.00

Will this be paid with Grant Funds? \*

No

Fund Code: \*

890 (Student Activity Funds)

What is the Organization Number? \*

104

#### Budget String Example

XXXX-XX-XX-XXXX-XXXX XXXX  
Org #

### Submitter Signature

Submitter Comments:

The document does not include indemnification and is governed by Texas Law.



Submitter Signature: \*

Jane Doe

Submit

Should contract require funds/payment verify that "YES" has been selected.

If "No" is selected and funds/payment is needed contract should be "Denied"

# Examples of each possible approval

## Direct Supervisor Approval

Does this need General Counsel Review? \*

No

Direct Supervisor Comments:

Direct Supervisor Signature: \*

## Department Approval

Does this need General Counsel Review? \*

No

Department Approval Comments:

Department Approval Signature:

## Area Supt Assistant Review

Area Supt Assistant Review Comments:

Area Supt Assistant Review Signature: \*

## Area Supt Approval

Does this need General Counsel Review? \*

Area Supt Approval Comments:

Area Supt Signature: \*

## Purchasing Approval

Does this need initiator correction? \*

Does this need General Counsel Review? \*

Procurement Method: \*

Does this need Board Approval? \*

Final Signed Contract Upload: \*

Purchasing Approval Comments:

Purchasing Approval Signature: \*

## Risk Management Review

Certificate of Insurance:

Independent Contractor Agreement:

Does this need Risk Management Secondary Approval?

Risk Management Comments:

Risk Management Signature:

# Example of Final review and Metadata Information

## Final Review

Final Name of Contract: \*

Final Signed Contract Upload: \*

## Vendor Metadata

Final Vendor Name: \*

Division: \*

Date

Start Date:

End Date:

Automatic/Continuous Renewal: \*

Term Length:

## Final Review

Metadata Notes:

Final Review Comments:

Final Review Signature: \*



# Frequently Asked Questions

1. What if my department is missing from the drop down?

*You will need to contact Kim Smith @940-369-0025 or email [ksmith4@dentonisd.org](mailto:ksmith4@dentonisd.org)*

2. If a Laserfiche Software Approval form has been completed do I still need to process a contract?

*Yes, you must still complete the District Contract Approval Process form for tracking software usage*

3. How will I know a contract has been assigned to me?

*Anytime a form is assigned to a user they will receive an email with details about the contract, a link to review the contract, approve the contract, and submit.*

4. Who can return a contract to the initiator for review/corrections?

*Purchasing, Area Superintendents, General Counsel, and at any step past the initial submission.*

5. If a contract is returned, do I need to start over with a new contract?

*No, the submitter will receive an email letting them know their request has been denied with an attached copy of the form where the submitter can view the comments of the person that denied the form, make any corrections, and resubmit.*

6. How will I know when the contract has been completed?

*Anyone who touches the form at some point in the process, will be able to view the form, watch the progress, see where it is pending and receive the final completed contract in their "Inbox" under "Completed Tasks".*

7. After I upload my contract, it doesn't appear to have the signature or initial flags I placed on the contract?

*The signature fields and formatting is not being seen on the document when the document is being viewed in the web browser. To see the signature fields and formatting it must be downloaded and viewed as a PDF.*

Question or Concerns Contact:

Kim Smith, MBA  
Coordinator of Risk Management & Benefits  
940-369-0025  
[KSmith4@dentonisd.org](mailto:KSmith4@dentonisd.org)

Step by Step instructions are located on Risk Management website or  
<https://www.dentonisd.org/Page/103280>