



DOCUMENT REVIEW WITH NO EXCHANGE OF MONEY

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure is used for the review and approval of documents such as contracts, agreements, leases, memorandums of understanding, and other legally binding document where no exchange of money will take place between another entity or entities and the Washoe County School District (District).

PROCEDURE

1. Step One – "SCHOOL/DEPARTMENT SEEKING APPROVAL SHALL COMPLETE TOP HALF OF THIS FORM"
 - a. For documents that DO NOT require an expenditure of District funds, the department/school seeking review and approval shall complete the Administrative Form 3327 Document Review with NO Exchange of Money with the following information:
 - i. Date submitted and requested completion date;
 - ii. Name and title of individual submitting document;
 - iii. School or Department;
 - iv. Phone number;
 - v. Document/Contract title;
 - vi. Term dates (beginning and ending);
 - vii. Vendor Name & Additional Information – include a complete description of the document/contract and services/products to be provided and/or any specific questions; and
 - viii. Completed and fully executed copies of both Public Disclosure Forms are to be completed and submitted with review documentation.
 - WCSO Staff Requesting Contract (AF 3327; Page 2 of 3)
 - Vendor/Contractor (AF 3327; Page 3 of 3)
2. Step Two – "REQUIRED APPROVALS / SIGNATURES"
 - a. Schools
 - i. For schools, documents must be approved by the principal.
 - ii. Documents approved by the principal shall be reviewed and approved

by the Area Superintendent of the Office of School Leadership.

- b. Departments / Non-Schools
 - i. For departments/non-schools, all documents must be approved by the department head; and
 - ii. Documents approved by the department head shall be reviewed and approved by the Chief Officer.
 - c. For software/license agreements, the contract/agreement must be reviewed and approved by the Chief Information Officer from the Office of Information Technology.
 - d. Forward the contract/agreement and contract review form with appropriate signatures to the Office of the General Counsel.
3. Step Three – “THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL (non-grant related) or GRANTS LEGAL COUNSEL (grant related)”
- a. If the agreement results in the need for a parent/guardian consent form for the associated activity, the Office of the General Counsel must be contacted by the school/department.

The Office of the General Counsel will either:

 - i. Approve the document as to form and return it to the school/department for final execution; or
 - ii. Return the document for redraft. If a redraft is required, the revised contract must be resubmitted for approval.
 - b. If the document is tied to a grant application or grant funded program, even where no expenditure of funds will occur, review will be conducted by the Grants Legal Counsel.

The Grants Legal Counsel will either:

 - i. Approve the document as to form and return it to the school/department for final execution; or
 - ii. Return the document for redraft. If a redraft is required, the revised contract must be resubmitted for approval.
4. Step Four – NOTICE AND EXECUTION
- a. If the final document requires a District signature, the Purchasing Department will be notified, and the Director of Procurement and Contracts has the

authority to execute the document on behalf of the District.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 3321, Contract Review and Approval
 - b. Administrative Regulation 3322, Bids/Quotations and Contracts

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Initial release of Administrative Procedure (separated from Administrative Form 3327)