



Administrative Form 3327 (Formerly 3321.2)
DOCUMENT REVIEW – No Exchange of Money

THIS SECTION TO BE COMPLETED BY THE REQUESTING SCHOOL OR DEPARTMENT

Date Submitted: _____ Requested Completion Date: _____

Name/Title of Individual Submitting for Review: _____

School/Department: _____ Phone #: _____

Document/Contract Title: _____

Term Dates: _____ to _____

Additional Information:

REQUIRED APPROVALS/SIGNATURES

Principal/Administrator (for schools only): _____

Area Superintendent (required for schools): _____

Chief Officer (for Departments): _____

Chief IT Officer (if applicable for Software/License Agreements): _____

Upon completion of the above, depending on the funding code, send this form, any related documentation, and the contract/document to:

- Office of the General Counsel (non-grant funded) via email at legal@washoeschools.net ; or
- Grants Department (grant funded) via email to grants@washoeschools.net.

Original signatures are not required.

THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL (non-grant funded) or GRANTS LEGAL COUNSEL (grant funded)

Is a Parent/Guardian Consent/Waiver Required? Yes _____ No _____

Approved: _____ Dated: _____ Re-Draft _____ Dated: _____

(If redraft is required, revised contract must be re-submitted for approval)

General Counsel or Grants Legal Counsel Approval: _____

Comments:

Responsible: Office of the General Counsel

PURPOSE

This administrative form is used for the review and approval of documents such as contracts, leases and memorandums of understanding where no exchange of money will take place in 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 necessary information, to include:
 - i. Name and Title of individual seeking approval
 - ii. Department/School Name
 - iii. Phone number
 - iv. Title of Document
 - v. Description of the document and/or any specific questions
 - vi. Date submitted and Requested return date:
2. Step Two – 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; or executive director of the Office of Student Services, as applicable.
 - b. Departments / Non-Schools
 - i. For departments/non-schools, all documents must be approved by the department head.
 - 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 – OFFICE OF THE GENERAL COUNSEL OR GRANTS DEPARTMENT REVIEW

- 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.
- b. General
 - i. The Office of the General Counsel will either:
 - 1. Approve the document to form and return it to the school/department for final execution; or
 - 2. Return the document for redraft. If a redraft is required, the revised contract must be resubmitted for approval.
 - c. 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 Department counsel.
 - i. The Grants Department, (Assistant Director of Grants) will either:
 - 1. Approve the document to form and return it to the school/department for final execution; or
 - 2. Return the document for redraft. If a redraft is required, the revised contract must be resubmitted for approval.