

TRACKING SHEET FOR AGREEMENTS/CONTRACTS/MOUs/GRANTS

DOCUMENT PACKET # 1 Tracking parties.

TM Originator please retain a copy of the Document Packet until a fully signed copy is received by email	TM All Grants must be processed through Elizabeth Flores, Budget & Grants Accountant (ext. 6983)
TM All Agreements/Contracts/MOUs/Grants must be submitted to Governing Board (see Bid Matrix, on next page)	TM All Grant Applications require Governing Board Approval (see Bid Matrix, on next page)
Contract Start Date	Contract End Date
Date Submitted to G.B.	Submission Type <input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
Contractor (name of person, company, or entity – NOT Hartnell)	Hartnell Originator/ Phone STATUS
	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL
Description of Project or Service Being Performed	

(per UPCCAA)	Min Quotes	Board Action	Prevailing Wage *5	Bid Bond *2	Payment Bond *1	Liability Insur. Cert.	Auto Insur. Cert.	Remarks
Projects under \$1,000	1	CA	N	N	N	Y	Y	PO, RFP, or proposal
Projects \$1,000 to \$14,999 *5	2	CA	Y	N	N	Y	Y	PO, RFP, or proposal

Projects