



PERALTA COMMUNITY COLLEGE DISTRICT
Memorandum Approval Request for Contracts,
Change Orders & Addendums

DATE:
TO:
FROM:
DEPARTMENT:
SUBJECT:

Enclosed for your review and approval are the following action items:

SECTION 1 - DESCRIPTION OF SERVICES

Background:

Vendor: Vendor #:
Funding Source: Amount:
Budget Name:
Contract Type: CTS Ticket #:
Requisition #: Board Approval Date:
Budget Codes: Board Approval Attached: Yes N/A

Note(s):

SECTION 2 - PRELIMINARY APPROVALS

1. Department/Unit Manager

Department/Unit Manager Date

2. Budget Officer/Verification of Funds

Business/Budget Officer Date

3. College President/Vice Chancellor

College President/Vice Chancellor Date

4. Purchasing Department

Purchasing Officer Date

5. Vice Chancellor of Finance & Administration

Vice Chancellor Date

6. Chancellor

Chancellor Date