

Shasta County Office of Education

Route Sheet Agreements/Contracts/MOU's

This form is not applicable for Personnel Service Agreements or Independent Service Contracts

SCOE Department

Dept. Manager

Agency/Organization

Description of service

Term of Contract

Check one	New Renewal Amendment Other	Start	<input style="width: 80%; height: 20px;" type="text"/>	End	<input style="width: 80%; height: 20px;" type="text"/>
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Check one	Revenue - SCOE to receive funds via the invoicing process Expense - SCOE to issue payment via the requisition process
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Amount	Duration	Per hour Per month Per year Other
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Route for approvals in sequential order

Initials Date

1. **Administrative Council Level Department Manager**
Review, initial/date Route sheet and forward to Cabinet Level Department Manager

2. **Cabinet Level Department Manager**
Review, initial/date Route Sheet and forward to Associate Superintendent of Administrative Services

3. **Associate Superintendent, Administrative Services**
Review, initial/date Route Sheet and forward to Superintendent

4. **Superintendent**
Review, sign document, initial/date Route Sheet and return to Admin. Council Level Dept. Manager

5. **Administrative Council Level Department Manager/Department Assistant**
Retain copy along with completed Route Sheet. Send signed document to agency/ organization

Date sent to agency/organization _____

Send signed document & the completed Route Sheet to Business Services
ibadminassistant@shastacoe.org

Date sent to Business Services _____

Prepare *Invoice Request* or create a Vendor Requisition to issue payment