



ORLEANS PARISH SCHOOL BOARD

OFFICE OF BUSINESS PARTNERSHIPS

2401 WESTBEND PARKWAY, SUITE 5010

NEW ORLEANS, LOUISIANA 70114

INSTRUCTIONS FOR COMPLETING THE PROCUREMENT AUTHORIZATION & APPROVAL FORM

The purpose of the form is to verify that the requirement was obtained through the proper procurement process.

It is to be used when the signature of the Superintendent or the Board President is required on any document that obligates the Orleans Parish School Board (OPSB) to purchase goods and/or services.

Please fill in the top of the form in its entirety. Once the form is filled in, it is to be submitted to the Purchasing Department for further action and routing.

Purchasing will forward the form, with your document, to the OPSB Legal office so that the proper signatures may be obtained. The fully executed document will be returned to you once all of the signatures have been obtained.

Failure to comply with these instructions, and the requested information on the form, will delay the signing of your document.

If you have any questions or concerns, please contact either Jonathan Temple at 504.304.3847 or Lynn Dillon at 504.304.5639.



ORLEANS PARISH SCHOOL BOARD
 OFFICE OF BUSINESS PARTNERSHIPS
 2401 WESTBEND PARKWAY
 NEW ORLEANS, LOUISIANA 70114

PROCUREMENT AUTHORIZATION/APPROVAL

REQUESTOR:	DEPARTMENT:
AMOUNT: \$	REQUISITION NO: PO NO. (AMENDMENTS ONLY):
VENDOR:	ITEM DESCRIPTION:
COMMITMENT TYPE: <input type="checkbox"/> MOU <input type="checkbox"/> CONTRACT	ACCOUNT CODE(S):
<input type="checkbox"/> AGREEMENT <input type="checkbox"/> AMENDMENT NO. _____	PROJECT/ SOLICITATION NO:

ROUTING

REVIEWS	SIGNATURE	DATE
ATTACH BOARD APPROVAL DOCUMENTS (NON STATE CONTRACT ITEMS \$100,000 OR GREATER)		
DEPARTMENT/DIVISION HEAD		
EXECUTIVE DIRECTOR OF FACILITIES (Facilities Related Only)		
DIRECTOR OF INFORMATION TECHNOLOGY (IT Related Only)		
DEPUTY CHIEF OF ADMINISTRATION AND EMPLOYEE RELATIONS (Personnel Only)		
SPECIAL REVENUE (Grant Funds Only)		
BUDGET DIRECTOR/ CHIEF OPERATING OFFICER (\$50,000 and Above)		
OTHER		
PURCHASING MANAGER		
DIRECTOR OF BUSINESS PARTNERSHIPS		
GENERAL COUNSEL		
DATE SUPERINTENDENT'S SIGNATURE RECEIVED ON CONTRACT (Up to \$99,999)		
DATE BOARD PRESIDENT'S SIGNATURE RECEIVED ON CONTRACT (\$100,000 and Above)		