

**JACKSON PUBLIC SCHOOL DISTRICT
INTERNAL CONTRACT INPUT FORM**

Procedures BBF Administrative Consultants

JPS employees should use this form to submit contracts to the General Counsel's office for review. All applicable fields must be completed.

Originating Department: _____

Date to be presented or approved by Board: _____

Date approved by Board: _____

Date needed: _____

Name & Address of Contracting Party

Contact Persons

Name of Contracting Party

Contracting Party Name & Phone

Address

Contracting Party Fax Number

City, State, Zip

Contracting Party Email Address

JPS Party Name & Phone

Type of Agreement:

Construction

Professional Services

(Architectural, engineering, project/program management, consultant, school reform, etc.)

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