



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

Contract Cover Sheet

Date:

Name or Description of Contract:

Name of Originating Division Director:

Attached is a proposed contract. Please review it and indicate approval by initialing this form. After the applicable approvals are obtained, please return to the originating division director, who will attach the cover sheet to duplicate original contracts and present them to Mena Ramon for signature.

- _____ Legal (I have reviewed the attached contract for legal compliance and approved it).
- _____ Finance (I have reviewed the attached contract for budget and funding compliance and, if a contract workforce is involved, I have assisted with preparation of the cost-effectiveness checklist and attached it to this cover sheet).
- _____ Purchasing (I have reviewed the attached contract for procurement compliance).
- _____ Information Services (If information services are a part of this contract, I have reviewed them for compliance with technology policies and strategy).
- _____ Contract/ Grants Specialist (I am in receipt of the contract for monitoring, filing and reporting purposes).

Instructions for originating division director: After required approvals are obtained above, enter a purchase requisition into the OCA internal purchasing system (CAPPS), attach an electronic copy of this contract to the requisition, and forward the electronic requisition for approval. Then initial the statement below and insert the purchase requisition number:

_____ My designee or I have entered a purchase requisition into CAPPS and forwarded it for approval. The requisition # is REQ_____.

After duplicate originals are signed by all parties, the originating division director must give a copy of the contract to the other party(ies) and an original contract to Shelly Ortiz in Legal for filing. **Also copy to Accountspayable@txcourts.gov during DocuSign routing.**