

RESOLUTION/BUSINESS OFFICE AGENDA ITEM CHECKLIST

ALL RESOLUTION PACKET ARE DUE IN THE BUSINESS OFFICE ON THE THIRD TUESDAY OF EACH MONTH-

NO EXCEPTIONS

Yes	No	N/A	From the District	Signature
			Scope of Services – this is an explanation of the services that are to be provided. It should include specific goals and objective; to whom and what and where.	
			Contract – terms of the agreement; compensation; insurance; indemnification; certifications and licenses.	
			NJ Business Registration Certificate	
			Affirmative Action Certificate	
			Political Disclosure	
			Recommendation – narrative – a short paragraph explaining why you are recommending this service/goods or materials for the District. Show the alignment with NJ State Core Curriculum if applicable.	
			Professional Service Contract – Proof that you received quotes if over <u>\$6000.00</u> in value or if over <u>\$40,000</u> and Bid/RFP is required.	
			Appropriate Account Number for Service is provided.	
			Compensation – this the cost not to exceed for the service (not the amount in the budget)	
			Grants	
			Provide Name of Grant	
			Purpose of the Grant- briefly describe the purpose of the grant and how the grant relates to district goals	
			Grant Duration – date beginning and ending and /or multi-year period.	
			Funding Source – federal, state. Local or private grant.	
			Funding Amount(s)- state funding amount applying and /or accepting and if multi- year the amount for each period.	
			Budget/Budget Narrative – provide the budget documents.	
			Assessment/Evaluation	
			Grant Administrator –provide the name and title of person responsible for administering the grant.	

Date of the expected implementation _____

Signature Date

