

REQUIRED DOCUMENTS FOR CONTRACT & PURCHASE REQUESTS

Type of Action	Item	Yes	No	N/A
Concessionaire Contract				
	PO Request with Complete and thorough Description			
	All Required Signatures			
	General Liability Insurance			
	Automobile Insurance			
	ServSafe Certification			
	Price List			
	W-9			
	Commission Rate			
	Statement of Work			
Entertainment/Instructor Contract				
	PO Request - Date, Time, Location of Performance			
	All Required Signatures			
	Instructor Certifications			
	General Liability Insurance or Waiver from M CCS			
	Automobile Insurance			
	Quote from Vendor			
	W-9			
	COR for Contract			
Purchase Order, Credit Card, Delivery Order				
	PO Request with Complete and thorough Description			
	All Required Signatures			
	Quotes or Cut Sheet from Vendor - 3 quotes if over \$5,000			
Blanket Purchase Agreement				
	PO Request with Complete and thorough Description			
	All Required Signatures			
	General Liability Insurance			
	W-9			
	Authorized Caller Amount Per Call			
	Authorized Callers			
Direct Delivery				
	PO Request with Complete and thorough Description			
	All Required Signatures			
	W-9			

Solicitation				
	PO Request with Complete and through Description			
	All Required Signatures			
	Complete and thorough Statement of Work			
	COR for Contract			
Modification	Quotes or Cut Sheet from Vendor - 3 quotes if over \$5,000			
	PO Request with Complete and through Description			
Contracts	All Required Signatures			
	Contract # you want to mod			
	PO Request with Complete and through Description			
	All Required Signatures			
	Statement of Work			
	Quotes or Cut Sheet from Vendor - 3 quotes if over \$5,000			
	W-9			
Revenue Generating (H)	COR for Contract			
	Automobile Insurance			
	General Liability Insurance			
	PO Request with Complete and through Description			
	All Required Signatures			
	Statement of Work			
Revenue Generating (H)	W-9			
	Quotes or Cut Sheet from Vendor - 3 quotes if over \$5,000			
	Automobile Insurance			
	ServSafe Certification			
	Price List			
	W-9			
	Commission Rate			
	Statement of Work			
	Appointed COR			

Ensure all information is included on the Purchase Order Worksheet.

Ensure all required documents are included in your Purchase Order Request Packet