



ANOKA-HENNEPIN SCHOOLS

EDUCATIONAL SERVICE CENTER



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Contract Routing Instructions

To streamline the contract signature process and provide for appropriate records retention of contract documents the review & routing process of contracts has been modified. Below is a summary and outline of the process.

Definition: Any type of agreement that obligates the district to provide payment, services, goods or use of District properties, facilities, or other resources to an external party (hereinafter "contracts") must be signed by the CFO or Superintendent and retained pursuant to applicable records retention schedule.

Routing for Contract Signature:

1. Obtain the vendor signature on the contract first (if possible).
2. Complete the **Contract Signature Request Form** found on the Purchasing website and [LINKED HERE](#)
3. Upload the contract document(s) directly in the Request Form. (They **MUST** be uploaded in **PDF** format)
 - a) If the vendor requires an original ink signature on the contract, please include that in the notes section of the Form and send utilizing interoffice mail to Purchasing - ESC.
 - b) If the vendor provides a link utilizing an electronic signing platform (ex. DocuSign), a PDF copy must still be uploaded for review. Please email the necessary link to Contracts@AHschools.us and reference the Contract Number that was assigned when the Form was submitted.
4. All contracts will be signed by the Superintendent, CFO, or School Board and emailed back to the staff member submitting the Form.

District Legal Counsel has developed contract templates for the use by sites and departments, these are accessible to all staff and can also be found on the Purchasing website and are also linked below:

- [AH District template Contract for Services](#)

(Please do not save or print copies of Contract Templates as they may require updating throughout the year. Current versions will always be available on our website.)

For assistance with the contract routing process please contact the Purchasing Department at 763-506-1300. Questions can also be emailed to contracts@ahschools.us.