

From: Sutorus, Steven
Sent: Wednesday, January 18, 2012 11:13 AM
Subject: Contract Submission Deadlines - Business Services

Below is a chart that lists the 2012 Board dates and related deadline dates for contracts to be submitted to Business Services. This deadline date is based on when board agenda items are due into Fiscal Services.

Current administrative procedure (AP 6340, revised March 2011) allows for routine contracts to be reviewed and signed prior to Board approval. Routine contracts are ratified at the next available board meeting. In this respect, routine contracts are processed upon submission into Business Services and do not necessarily have a due date.

Contracts considered non-routine (e.g. professional services, consultants) must be approved by the Board prior to the contractor commencing work. Non-routine contracts are subject to the monthly deadline dates. Questions, please contact Virginia at x4085 or Steve at x4031.

Contract Submission Deadlines for Non-Routine Contracts - 2012

| Board Date | Due in Business Services |
|---------------|-----------------------------|
| 01/19/12 | 12/21/11 |
| 02/09/12 | 01/13/12 |
| 03/15/12 | 02/17/12 |
| 04/12/12 | 03/16/12 |
| 05/17/12 | 04/20/12 |
| 06/14/12 | 05/18/12 |
| 07/12/12 | 06/14/12 |
| 08/09/12 | 07/12/12 |
| 09/06/12 | 08/09/12 |
| 10/11/12 | 09/14/12 |
| 11/15/12 | 10/19/12 |
| 12/13/12 | 11/12/12 |
| TBD | 12/12/12 |