



**THIS SECTION TO BE COMPLETED BY THE REQUESTING SCHOOL OR DEPARTMENT**

Date Submitted: \_\_\_\_\_ Requested Completion Date: \_\_\_\_\_

Name/Title of Individual Submitting for Review: \_\_\_\_\_

School/Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Document/Contract Title: \_\_\_\_\_

Vendor Name & Additional Information (include both Public Disclosure Forms fully executed w/submission):  
\_\_\_\_\_

Contract Amount: \_\_\_\_\_ Term Dates: \_\_\_\_\_ to \_\_\_\_\_

Budget # to be charged: \_\_\_\_\_

**REQUIRED APPROVALS/SIGNATURES**

Principal/Administrator (for schools only): \_\_\_\_\_

Area Superintendent (required for schools): \_\_\_\_\_

Chief Officer (for Departments): \_\_\_\_\_

Chief IT Officer (if applicable for Software/License Agreements): \_\_\_\_\_

**Upon completion of the above**, send this form, any related documentation, including fully executed Public Disclosure Forms (Pages 2 and 3 attached), and the contract/document to the Purchasing Department via email (purchasing@washoeschools.net). Original signatures are not required.

**THIS SECTION TO BE COMPLETED BY THE PURCHASING DEPARTMENT**

Other Approval (if applicable) (i.e. Curriculum, Assessment, etc.): \_\_\_\_\_

Business Office **or** Grants Dept. (fund confirmation): \_\_\_\_\_

Purchasing Staff Assigned: \_\_\_\_\_

Insurance Required? Yes \_\_\_\_\_ No \_\_\_\_\_ Public Disclosure Forms: \_\_\_\_\_ Staff \_\_\_\_\_ Vendor

Approved \_\_\_\_\_ Dated: \_\_\_\_\_

Director of Procurement and Contracts Approval: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL or GRANTS LEGAL COUNSEL**

Is a Parent/Guardian Consent/Waiver Required? Yes \_\_\_\_\_ No \_\_\_\_\_

Approved as to Form: \_\_\_\_\_ Dated: \_\_\_\_\_ Re-Draft \_\_\_\_\_ Dated: \_\_\_\_\_

(If redraft is required, revised contract must be re-submitted for approval)

General Counsel or Grants Legal Counsel Approval: \_\_\_\_\_

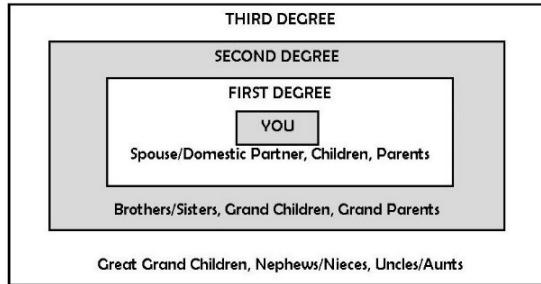
Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC DISCLOSURE FORM**  
**To Be Completed By WCSD Staff Requesting Goods/Services**

**Staff Name and Title:** \_\_\_\_\_

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves. Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure or grant unwarranted privileges, preferences, exemptions or advantages for the public officer or employee with any business entity. I certify and acknowledge by signature below that I am a WCSD employee and that failure to disclose all facts relative to a conflict or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the firm/agency is submitting to WCSD may result in a violation of District policy, regulation and/or state law related to ethics.

1. I certify that I have no pecuniary/financial interests with Vendor/Contractor and/or any Principal or Staff of Vendor/Contractor.
2. To the third degree of consanguinity (refer to chart below), I have listed all of my personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) with Vendor/Contractor.



Complete chart below. Additional sheets may be attached, if necessary. Write in **N/A** if non-applicable.

WCSD Employee or Employee Relation's Name (First, Last)	Title / Position	Relations / Association to Vendor/Contractor	Pecuniary Interest (Y or N)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

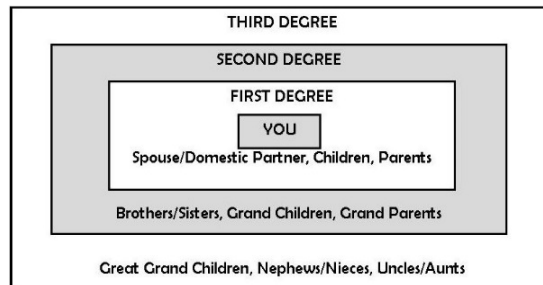
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLIC DISCLOSURE FORM**  
**To Be Completed By Vendor/Contractor**

**Vendor/Contractor Name** \_\_\_\_\_

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves. Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure or grant unwarranted privileges, preferences, exemptions or advantages for the public officer or employee with any business entity. I certify and acknowledge by signature below that I am a duly authorized agent of the submitting firm/agency named above and that failure to disclose all facts relative to a conflict or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the firm/agency is submitting to WCSD may result in a rejection of said solicitation submission or termination of any resulting contract/agreement should the above-named firm be awarded.

1. I certify that I and my firm/agency and/or principals of my firm/agency have no pecuniary/financial interests between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members, and any other current and former WCSD personnel.
2. To the third degree of consanguinity (refer to chart below), I have listed all of my and firm/agency principals and firm/agency key personnel's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employee of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.



Complete chart below. Additional sheets may be attached, if necessary. Write in **N/A** if non-applicable.

Submitting Firm Employee Name (First, Last)	Title / Position	Relations / Association to WCSD Personnel	Name of WCSD Personnel	Pecuniary Interest (Y or N)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Responsible:** Purchasing Department

**PURPOSE**

This administrative procedure is used for the review and approval of documents such as contracts, agreements, leases, and other legally binding documents where money is exchanged between another entity or entities and the Washoe County School District ("District").

**PROCEDURE**

1. Step One – "THIS SECTION TO BE COMPLETED BY THE REQUESTING SCHOOL OR DEPARTMENT"

a. For documents that will require an expenditure of District funds, to include grant funds, the department/school seeking review and approval shall complete the Administrative Form 3326 Document Review with Exchange of Money with the following information:

- i. Date submitted and requested completion date;
- ii. Name and title of individual submitting document;
- iii. School or department;
- iv. Phone number;
- v. Document/contract title;
- vi. Vendor Name & Additional Information\* – include a description of the document/contract and/or any specific questions;

\* Completed and fully executed copies of both Public Disclosure Forms are to be completed and submitted with review documentation.

- 1. WCSD Staff Requesting Contract (AF 3326; Page 2 of 3)
- 2. Vendor/Contractor (AF 3326; Page 3 of 3).

- vii. Contract amount;
- viii. Term dates (beginning and ending); and
- ix. Budget number to be charged.

2. Step Two – "REQUIRED APPROVALS / SIGNATURES"

a. The following approvals and signatures are required prior to submitting the document, contract, or agreement to the Purchasing Department.

- i. Principal/Administrator. For schools, all documents subject to an expenditure of District funds must be approved by the principal or site administrator.

- ii. Area Superintendent. Documents/contracts for schools, once approved by the principal, shall be reviewed and approved by the area superintendent of the Office of School Leadership; or executive director of the Office of Student Services, as applicable.
    - iii. Chief Officer. For departments/non-schools, all documents subject to an expenditure of District funds shall be submitted by the department head. Documents/expenditures approved by the department head shall be reviewed and approved by the Chief Officer.
    - iv. Chief IT Officer. If the contract/agreement relates to software or license agreements, the contract/agreement must be reviewed and approved by the Chief Information Officer from the office of Information Technology.
  - b. Upon completion of the above, send the review form, any related documentation, both completed and fully executed Public Disclosure Forms, and the document/contract to the Purchasing Department via email to: [purchasing@washoeschools.net](mailto:purchasing@washoeschools.net). Original signatures are not required. The document may be copied and scanned for the purpose of emailing to Purchasing.
3. Step Three – “THIS SECTION TO BE COMPLETED BY THE PURCHASING DEPARTMENT”
  - a. Upon receipt of the document review form, contract/agreement, and any other applicable documentation, the Purchasing Department shall notate the following:
    - i. Approval of any other applicable departments such as the Department of Curriculum and Instruction and/or the Department of Assessment;
    - ii. That funds exist through the Office of Business and Financial Services or the Grants Department;
    - iii. The Purchasing Department staff member responsible; and
    - iv. Whether or not the contract will require insurance.
  - b. The Purchasing Department will either:
    - i. Approve the document and refer it to the Office of the General Counsel or Grants Department Legal Counsel (dependent on type of funding); or
    - ii. Return the document for redraft. This may include the Purchasing Department contacting the vendor directly to negotiate terms.

4. Step Four – “THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL (non-grant funded) or GRANTS LEGAL COUNSEL (grant funded)”
  - a. The Office of the General Counsel or Grants Department Legal Counsel shall review and notate the following:
    - i. Need for a parent/guardian consent or waiver to accompany execution of the contract or agreement. If so, the school/department must contact the Office of the General Counsel to obtain a copy of the District’s waiver form. Staff are not to create their own release/waiver.
  - b. Legal counsel will either:
    - i. Approve the document as to form and return it to the Purchasing Department for execution; or
    - ii. Return the document for redraft. As stated above, this may include the Purchasing Department contacting the vendor directly to negotiate terms.
    - iii. If a redraft is required, the revised contract must be resubmitted for Legal review and approval.
5. Step Five – NOTICE AND EXECUTION
  - a. The Purchasing Department shall initiate execution of the document and notify the originating school or department.
  - b. Only authorized representatives of the District may execute a contract or other agreement. See Board Policy 3321 and its associated Administrative Regulation 3322, Bids/Quotations and Contracts, for additional information.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns with the governing documents of the District, to include:
  - a. Board Policy 3321, Bids/Quotations and Contracts
  - b. Administrative Regulation 3322, Bids/Quotations and Contracts
  - c. Administrative Form 3326, Document Review – Exchange of Money

**REVISION HISTORY**

Date	Revision	Modification
6/3/2020	v9.0	Revised; added Public Disclosure Form requirements.