

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/3300E

BUSINESS OPERATIONS
EXPENDITURES/EXPENDING AUTHORITY

INTERNAL QUALITY CONTROL FORM

NJSBA CONTRACTS
(No bill will be paid without the Quality Control form and Original Contract returned to Finance/Operations)

Date: _____

Vendor: _____

Name of Meeting: _____

Department of Origin: _____

Has Meeting Creation Form been sent to MSU? Yes () No () N/A () Date: _____

Department Director: _____ Date _____

Scanned Document File Path: _____

Budget Line Item No./PO No./Contract _____ Finance/Operations Director _____

Per GO/3323 has the process been followed and documented _____ Finance/Operations Director _____

General Counsel or Designee _____ Date: _____

Executive Office _____ Date: _____

Date to President _____

Return to GC: _____

Date GC Returned Original to Department of Origin _____ Initials _____

Signed Contract sent to Vendor for signature _____ Date _____ Initials _____

Signed contract returned from Vendor _____ Date _____

Signed Contract Scanned by Department of Origin _____ Date _____ Initials _____

Deliver Original Contract and Quality Control Form to:

General Counsel _____ Date: _____ Signature _____

General Counsel forwarded to FOS _____ Date _____ Signature _____

Legal/BARB/CONTRACTS QUALITY CONTROL FORM revised 2009

Revised 2/2010

Revised 8/2010