

**JACKSON PUBLIC SCHOOL DISTRICT  
INTERNAL CONTRACT INPUT FORM**

Procedures BBF Administrative Consultants

JPS employees should use this form to submit contracts to the General Counsel's office for review. All applicable fields must be completed.

**Originating Department:** \_\_\_\_\_

**Date to be presented or approved by Board:** \_\_\_\_\_

**Date approved by Board:** \_\_\_\_\_

**Date needed:** \_\_\_\_\_

**Name & Address of Contracting Party**

**Contact Persons**

\_\_\_\_\_  
Name of Contracting Party

\_\_\_\_\_  
Contracting Party Name & Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contracting Party Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contracting Party Email Address

\_\_\_\_\_

\_\_\_\_\_  
JPS Party Name & Phone

**Type of Agreement:**

**Construction**

**Professional Services**

(Architectural, engineering, project/program management, consultant, school reform, etc.)

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