

HAZLEHURST CITY SCHOOL DISTRICT

119 Robert McDaniel Drive

Hazlehurst, MS 39083

Mr. Cloyd Garth Jr., Superintendent

Contract/Agreement Review

To: Business Office

The attached contract, memorandum of understanding, or agreement with

in the total amount of \$ _____ for the period beginning _____
(Month/Year)

and ending _____ for the fiscal year _____ is presented for budget approval.
(Month/Year) (Year)

The budget codes and amounts for this item are:

Amount	G/L Codes

All quotes or bids have been obtained in accordance with state and/or federal purchasing guidelines and are attached where required.

Descriptions of Services: _____

Director/Department Head/Principal

Date

Superintendent

Date

Business Office Review

- Yes, the item is within available budget
- No, the item is not within available budget

Business Manager _____

Date _____