



## Sacramento City Unified School District Unauthorized Contract Form

The District's contract procedures require that contracts for outside services be completed with authorized signatures and a requisition be created and approved by all appropriate budget approvers and necessary departments prior to the commencement of any work or services. The failure of incomplete procedures may result in unpaid contracts and department/school administrators may be held personally responsible.

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**Department/Site Administrator:**

**Acknowledgement. By initialing and signing below:**