P1-C Checklist

Is the P1-C form filled out completely? Is the end-user department identified? Are the vendor’s name, address, phone number and Tax ID number provided? Is the scope of service detailed and does it match the service identified in the contract? Is the contract amount identified and does it match the terms of the contract?

Have all signatures been obtained? All P1-Cs require a minimum of three signatures, one of which must be the appropriate Deputy Superintendent. The vendor’s signature must also be obtained prior to legal review. If the vendor has signed and sent a facsimile copy, be sure the vendor has signed the back page of the P1-C form.

Is the written contract attached? Contracts in excess of $9,999.99 and/or multiyear contracts must use a completed P1-C together with a written contract document. For contract requirements, see the End-User Contract Checklist.