CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

POST-BOARD APPROVAL CONTRACT PROCESSING INSTRUCTIONS

BOARD MEETING DATE: December 17, 2019

SUBJECT/CONTRACT NAME: INTELECOM Intelligent Telecommunications, Inc.

SPECIAL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:

1. Print Two (2) copies of the grant documents (all pages)
   (number) (numeral)
2. Obtain signatures from Vice Chancellor of Business Services. Note that only **blue** ink may be used for signing contracts.

   ☐ If *additional* signatory is required, check here. ☐ If *alternative* signatory is required, check here.
   Name of additional or alternate signatory: _____
3. ☐ If *insurance certificate* is required, check here. Attach if required.
4. ☑ If *additional supporting documents* are attached, check here.
5. Special Instructions:
6. Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.
7. Make a copy of the signed document and send via interoffice mail to Azi Jorgensen (Assistant Name), Assistant to Tamica Ward (Direct Report), Enrollment Services (Department).
8. Send (#) original documents via FedEx overnight delivery to the following person and address:

   Meg Cundiff
   Phone: 323-647-3605

   INTELECOM Intelligent Telecommunications, Inc.

   2930 Fletcher Dr., RM 119

   Los Angeles, CA 90065

9. Later, upon receipt of fully executed contract (signed by both parties), scan to PDF and save in Executed Folder pertaining to the correct college folder in CLPCCD-Contracts on the shared drive.