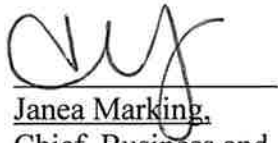




BULLETIN

SUBJECT: New Online Unauthorized Contracts Submission Form Process 2025-26 NO. BS-9
TO: All sites and departments
DATE: July 28, 2025
PREPARED BY: Robert Aldama,
Purchasing Manager II **DEPARTMENT:** Purchasing/Contracts
REVIEWED BY: Cindy Tao,
Assistant Superintendent of
Business Services **APPROVED:** 
Janea Marking,
Chief Business and
Operations Officer

Introduction

As part of our ongoing efforts to strengthen internal controls and modernize District operations, Business Services is transitioning the Unauthorized Contracts Form from a manual paper-based process to a fully digital workflow using Informed K12. This change is intended to improve efficiency, enhance transparency, and ensure timely and accurate approval of contracts that fall outside the standard contracts process.

Background

The District's contract procedures require that all contracts for outside services be properly completed with authorized signatures, and a requisition is created and approved by all appropriate budget approvers and 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.

An **unauthorized contract** refers to a situation where a vendor provides services without an approved contract and is unable to meet district minimum requirements. To address this, Business Services has established an Unauthorized Contracts Process to ensure transparency and to obtain proper approval of such contracts by the Board of Education.

New Online Submission Process – Effective August 1st, 2025

Beginning **Friday, August 1, 2025**, all Unauthorized Contract submissions must be completed through Informed K12, the District's workflow automation platform.

Informed K12 is a workflow automation system the district uses to digitize forms, automate processes and track approval workflows. Transitioning the Unauthorized Contracts Form to Informed K12 is a strategic move that aligns with our commitment to improving efficiency, transparency, and accountability within our organization.

To support this transition, Business Services has developed a User Guide and Training Video to assist users in completing and routing the new digital form. Please reference the resources below.

We appreciate your cooperation as we continue to improve and modernize our operations. If you have any questions related to this new process, please email contracts@scusd.edu

Training Resources

- [Informed K12 UAC User Guide](#)
- [UAC Form Training Video](#)
- [Informed K12 – Unauthorized Contracts Form 25/26](#)