



# OFFICE OF COURT ADMINISTRATION

Megan LaVoie  
Administrative Director

## Contract Cover Sheet

Date:

Name/Description of Contract:

Originating Division Director:

Attached is a proposed contract. Please review it and indicate approval by initialing this form.

\_\_\_\_\_ Legal/General Counsel

\_\_\_\_\_ Finance

\_\_\_\_\_ Purchasing

\_\_\_\_\_ Information Services (if applicable)

\_\_\_\_\_ Contract/Grants Specialist

**Please copy [accounting@txcourts.gov](mailto:accounting@txcourts.gov) during DocuSign routing.**

*Instructions for originating division director: After required approvals are obtained above, enter a purchase requisition into the OCA internal purchasing system (CAPPS), attach an electronic copy of this contract to the requisition, and forward the electronic requisition for approval. Then initial the statement below and insert the purchase requisition number:*

\_\_\_\_\_ My designee or I have entered a purchase requisition into CAPPS and forwarded it for approval. The requisition # is REQ\_\_\_\_\_.

After duplicate originals are signed by all parties, the originating division director must give a copy of the contract to all counterparties, [accounting@txcourts.gov](mailto:accounting@txcourts.gov) and the OCA contract manager for filing.