



# CANYONS School District

## NOTICE TO PROCEED

Date:

Skyward Requisition # \_\_\_\_\_

(Note – this is for District use only)

Vendor Name & Address: (must be in Skyward vendor database – if not, a W-9 is required)

Attention:

Subject: Notice to Proceed (NTP) Letter with

Reference 1) Scope of Work (SOW) - **[PLEASE ATTACH TO THIS DOCUMENT]**

2) Canyons School District Standard Terms and Conditions Rev. Dated 2/4/2026

Canyons School District hereby authorizes \_\_\_\_\_ to proceed with the scope as outlined in the Scope of Work (attached) and in accordance with Canyons School District Standard Terms and Conditions as provided and/or can be found at:

<https://www.canyonsdistrict.org/depts/purchasing/terms-conditions/>.

A confirming contract (PO) will be issued by Purchasing in order for the District to issue payment upon completion of the work. Please use this PO # on all invoices.

If you have any questions, please contact either of the following individuals:

**Facilities Coordinator:** \_\_\_\_\_ at (801)

**Buyer:** \_\_\_\_\_ at (801)

\_\_\_\_\_  
Canyons School District Representative

\_\_\_\_\_  
Contractor Representative

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
Contractor Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date