Notice to Proceed

Date: Skyward PO Request #_____

(Note – this is for District use only)

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

Contact Person:

Notice to Proceed. Please reference:

1. Scope of Work (SOW) - ***[Please Attach to This Document]***
2. Canyons School District Standard Terms and Conditions Rev. Dated 9/25/2026

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: _____ **Phone #** _____

Buyer: _____ **Phone #** _____

Canyons School District Representative _____

Representative's Title _____

Date_____

Contractor Representative _____

Contractor Title _____

Date _____