



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 1/12/2010

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:

http://www.canyonsdistrict.org/images/stories/Purchasing/Terms_and_Conditions_rev_1-10.pdf.

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