

CONTRACTS/SIGNING AUTHORITY

Contracts/Purchase Orders for \$10,000 or more, shall be approved by the Finance and Operations Committee before award, and referred to the full Board of Education for their approval before award.

The Superintendent or designee is authorized to sign contracts on the School District's behalf.

Contracts for amounts less than those stated above may be signed as soon as the bid is selected.

Contracts for amounts equal to or greater than those above may be signed after approval.

All contracts and purchase orders shall be by competitive bid or quote as outlined in the Business Office Operations Manual.

The manual further outlines procedures for purchasing from a single source supplier when bids are not practical such as:

- Utilities
- Transportation
- Special Education
- Curriculum purchases approved through committee
- Computer software currently in house
- Contractual benefits plan
- Service contracts where State or Federal Government has chosen provider

The Administration shall provide a list on an annual basis showing all purchases/contracts over \$10,000 to a single vendor over the last school year for review by the Finance and Operations Committee.

Any contract or bid award brought before the Finance and Operations Committee or the Board of Education for approval shall be identified with the line item account number(s) funding it, and appropriations available within the account number(s) shall be sufficient to fund the cost of the contract or bid award.

Except for Curriculum items such as text books, supplies, etc., all approvals and review shall be routed first through the Finance and Operations Committee.

Non-competitive sole-sourcing may be used when one or more of the following circumstances apply:

- The item is only available from a single source
- An emergency condition exists for the service/item that will not permit a delay from competitive solicitation
- After solicitation of a number of sources, only one (1) vendor/provider is determined adequate.

Board Approved: 09/10/2007
R/Board Approved: 11/09/2009
R/Board Approved: 01/09/2012
R/Board Approved: 09/26/2016
R/Board Approved: 04/29/2019