

## **CONTRACTING AUTHORITY AND PURCHASING AUTHORITY**

- 1.0 **General.** The Board has designated the Superintendent as an agent of the Board of Education to sign purchase orders and contracts with vendors, including negotiated or sole and single source contracts. The Superintendent hereby designates specific employees with purchasing responsibilities to sign purchase orders and contracts on behalf of the District as provided in this policy.
- 2.0 **Contracting Procedures.** Staff who approve contracts shall be accountable for the following:
  - 2.1 Ensuring that employees adhere to all purchasing policies outlined in this policy and applicable procedures manuals.
  - 2.2 Ensuring that adequate planning and scheduling occurs at the unit level to enable the Purchasing Department to perform the procurement function within time lines prescribed in the procedures manual.
  - 2.3 Reporting poor vendor performance to the Purchasing Department for corrective action.
  - 2.4 Collaborating with the Chief Financial Officer or his/her designee in contract negotiations and contract execution resulting in expenditures greater than \$5,000 or term contracts exceeding one fiscal year in length, and requiring a solicitation in accordance with Superintendent Policy 3320.
  - 2.5 Obtaining review of proposed new contractual terms by legal counsel, or consulting with legal counsel, when the contract expenditure exceeds \$100,000 or when the proposed contract includes terms which the authorized designee does not understand.
  - 2.6 Following the proper procedure for electronic submission and approval of all contracts.
- 3.0 **Contracting Authority.** The approval authority amounts set forth below apply to a single contract or to the total dollar amount of a series of contracts with the same vendor during the course of a single fiscal year. Except as provided in section 2.4, only Warehouse Buyer(s), Buyer(s), Bond Contract Administrator, Senior Buyer(s), Purchasing Manager, Chief Financial Officer and the Superintendent are authorized to execute multiple fiscal year contracts for goods or services regardless of the amount of the contract. The Chief of Human Resources may also approve multiple year retirement stipend contracts with qualified retirees.
  - 3.1 Principals, Assistant Principals, Managers, Directors, Assistant Directors, Executive Directors, the General Counsel, and department Chiefs may contract for goods and services in an amount not to exceed \$5,000. Any contract for goods and services with a total in excess of \$5,000 must be approved by the appropriate Executive Director for submission to the Purchasing Department to be bid out in accordance with Superintendent Policy 3320.
  - 3.2 Warehouse Buyer(s) and Buyer(s) in the Financial Services Department are authorized to contract for goods and services which do not exceed \$25,000. Bond Contracts Administrator and Senior Buyer(s) in the Financial Services Department are authorized to contract for goods and services which do not exceed \$50,000. The Purchasing Manager in the Financial Services Department is authorized to contract for goods and services which do not exceed \$100,000.

- 3.4 The Chief Financial Officer is authorized to contract for goods and services in any amount, provided that he or she shall notify the Superintendent in writing prior to contracting for goods or services in excess of \$500,000. The Chief of Human Resources is authorized to contract for health care and benefits services in any amount, provided that he or she shall notify the Superintendent in writing prior to contracting for goods or services in excess of \$500,000.
- 4.0 **Purchasing Authority.** Staff shall have authority to approve expenditure of budgeted funds in such amounts established by the Chief Financial Officer.
- 5.0 **Personal Liability.** Employees may be personally responsible for any contract signed that exceeds the employee's signature authority.

CROSS REFERENCE:

Code: 3320

Adams 12 Five Star Schools

Most Recent Adoption: May 19, 2017