Contract Approvals

See Board Policy CH(LOCAL)

Process #1 for Contracted Services, **Cooperative Purchases, Sole Source, and License Agreements **below $50,000**

1. Dept. Head/Supervisor/Principal
2. Director of Purchasing

Process #2 for Contracted Services, Sole Source, and License Agreements **above $50,000**

1. Assoc. Supt. / Dept. Head / Principal
2. General Counsel
3. Director of Purchasing
4. Superintendent
5. Board

Process #3 for Professional Services **below $50,000**

1. Dept. Head/Supervisor/Principal
2. Associate Superintendent
3. General Counsel

Process #4 for Professional Services **above $50,000** AND Interlocal Agreements (Government to Government Services)

1. Assoc. Supt. / Dept. Head / Principal
2. General Counsel
3. Superintendent
4. Board

Process #5 for the Sale, Exchange, or Lease of Real Estate, Property, Easements, and ROWs

1. Assoc. Supt. Facilities & Construction
2. General Counsel
3. Superintendent
4. Board

Process #6 for Emergency Purchases due to Fire, Water, Smoke, or Natural Disaster

1. Superintendent
2. Board

Process #7 for Employment Settlement Agreement

1. HR
2. General Counsel
3. Superintendent
4. Board

Process #8 for Special Education Settlement Agreements

1. Special Education
2. General Counsel
3. Superintendent
4. Board

Process #9 for Drink Vending Machines (Only Districtwide Permitted)

1. Assoc. Supt. For Finance
2. General Counsel
3. Superintendent
4. Board

Process #10 for Snack Vending Machines (Only Campus/Department Permitted)

1. Assoc. Supt. / Dept. Head / Principal
2. General Counsel

Process #11 for Facility Use Agreements for Campus Facilities

1. Principal
2. Coordinator of Safety

Process #12 for Facility Use Agreements for Districtwide Athletic Facilities

1. Athletic Director
2. General Counsel

Process #13 for Student Field Trips Out of the Country or Out of the State

1. Principal
2. ASCD
3. General Counsel
4. Superintendent
5. Board

Process #14 for Student Field Trips in State

1. Principal
2. ASCD
3. General Counsel

Process #15 for Class Pictures, Senior Rings, Caps/Gowns, Yearbooks (NOT using 865 funds)

1. Principal
2. Director of Purchasing

Process #16 for contracted services using 865 funds *(Field Trips Follow 13 or 14)*

1. Principal
2. General Counsel

***Cooperative Purchases are contract(s) from a vendor using an Interlocal agreement that has been previously approved by the Board.*