

CONTRACTING AUTHORITY

Code **DHA** *Issued* **DRAFT/24**

All contracts are subject to board approval. Board approval is not needed for purchases made using standard purchase orders so long as such purchases are reasonable and ordinary, made in the regular course of business, and are consistent with the district's budget

All expenditures made pursuant to the signing authority granted by this policy must be made in accordance with district policy, the district's budget, applicable law, state fiscal regulation, and state purchasing procedures.

General Signing Authority

- The superintendent is designated the authority to sign contracts and other agreements on behalf of the board, including memorandums of understanding (MOU), if the following criteria are met:
- The expenditure is consistent with the district's budget.
- The contract does not have the effect of establishing a significant policy decision for the district that has not been approved by the board.
- The contract does not have the effect of significantly modifying or negating any policy decisions or actions of the board.

Construction Contracts

The superintendent is designated the authority to sign contracts and other agreements for construction consistent with the district budget and formal board action, regardless of amount.

Sale of District Property and Lease-Purchase Agreements

Only the board may authorize the sale of district property or lease-purchase agreements of buildings or facilities, regardless of the amount involved. However, once such agreements are approved by formal board action, the superintendent or board chair will have authority to sign such agreements on behalf of the board.

District Receiving Payment

The superintendent is designated the authority to sign contracts and other agreements where the district will receive payment from other school districts or organizations, regardless of amount, so long as no obligations are placed upon the district or its resources in exchange for such payment.

Adopted ^