

Lovejoy ISD - Administrative Regulations

Contracts with Vendors---Authorization/Signatures

SLC Review Date: 8/22/08

Effective Date: 8/25/08

Contact Person: Chief Financial Officer

Authorization Execution of District Contracts

Lovejoy ISD will be fiscally responsible and accountable, assuring that all contractual obligations are in the best interests of the students and staff of the district. Only individuals with the express authority provided herein are authorized to sign contracts. All LISD employees are to be cautioned that signing or otherwise agreeing to any type of commitment to purchase will unduly bind the district through implied authority. These regulations specifically address the execution of contracts separate and in addition to an official LISD Purchase Order. Where execution of a separate contract is not required by either party (LISD or the vendor), the official LISD Purchase Order shall serve as the contract.

In regards to authorizing or agreeing to services rendered through any contract, the following standards are to be abided by.

- Any contract with an outside organization or vendor MUST BE SIGNED BY A MEMBER OF THE DISTRICT'S SLC (Superintendent's Leadership Committee; comprised of designated central administration positions).
- As a best practice, at least one SLC member must be a signatory on any contract made on behalf of LISD. Campus administrators are responsible for assuring that all staff members are aware of this regulation. Any former or future contract that does not have the SLC authorization should be brought to the attention of the Chief Financial Officer.
- Any LISD teacher/staff member must consult with campus administrators in advance of the date for the District to enter any contract or agreement. Campus administrators should then consult the appropriate SLC team member to discuss the contract in question, and provide them a copy of the terms to be reviewed.
- No teacher, staff member, or administrator is authorized to sign a contract except where an SLC team member has already signed. If

staff or administrators need to co-sign any contract, that may be done after SLC approval and authorization by signature of the contract.

- This does not include services rendered for staff apparel or yearbook/student picture vendors. However, the appropriate SLC member in the area of budget and purchasing should be apprised of the arrangements made with these vendors, prior to the actual purchase being finalized. Any questions regarding the appropriate use of funds, the options or regulations pertaining to purchases, the functions and coding of purchases, the processes of transfers of monies, or any other fiscal questions should be directed to appropriate central administrators.
- As a best practice, an SLC member is the only person who should be signing any contract on behalf of LISD. Campus administrators are responsible for assuring that all staff members are aware of this regulation. Any former or future contract that does not have the SLC authorization should be brought to the attention of the Chief Financial Officer.