

**Contracts for
Amounts under
\$100,000**

The Superintendent or designee shall have the authority to determine the method of purchasing to be used in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate, and to make budgeted purchases for goods or services in accordance with state law and federal regulations governing District purchasing operations. Pursuant to CH(REGULATION), the Superintendent or designee shall have the authority to plan for procurement of equipment and supplies, request quotations, investigate vendors, negotiate contracts for goods and services, sign purchase orders, assist in the development of specifications, request, and publicly open bids and proposals, and execute contracts within limits established by law.

~~Pursuant to CH(LOCAL) the Board has delegated authority to the Superintendent and designees to execute contracts for goods or services valued up to, but not including, \$100,000.~~ Accordingly, the Superintendent names the following designees for the execution of authorized purchasing contracts.

- For contracts for services:
 - The Superintendent and the chief financial officer, if valued at or greater than \$500,000.00;
 - ~~The chief financial officer, for all contracts for goods or services valued up to, but not including, \$100,000.00.~~
 - The chief financial officer or designee, if valued from \$250,000.00 to \$499,999.99;
 - The controller, ~~for all contracts for goods or services~~ if valued up to, but not including, ~~\$50,000.00.~~ \$250,000.00;
 - As to form, the general counsel or designee, if valued at or greater than \$50,000.00; and
 - As to form, the deputy general counsel, if valued up to, but not including, \$50,000.00.
- The chief financial officer or designee for all inter-governmental agencies or purchasing cooperatives memberships.
- The chief financial officer or designee for all School Health and Related Services (SHARS)/Medicaid Administrative Claiming (MAC) agreements.
- The purchasing senior executive director or designee for all purchase orders and contracts for goods/services and cooperative agreements.

PURCHASING AND ACQUISITION

CH
(REGULATION)

- No employee other than the Superintendent and the designees stipulated above shall be authorized to sign contracts that obligate the District. Specific authority shall be delegated in writing to any additional designee.

**Maintenance
Responsibility**

The chief financial officer, Finance, is responsible for maintenance of this regulation.

Effective Date

This regulation will be effective as of the adoption date, ~~May 24, 2021~~ February 21, 2024.