



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 3312

SUBJECT: **Contracts**

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 03/20/2017

RESPONSIBLE OFFICE(S): Business Services, Purchasing

REVIEWED: 03/03/2017

## **SCOPE:**

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority, agreements for all contracts shall be approved or ratified by the Board of Education.

## **PROCEDURES AND GENERAL INFORMATION:**

No employee of the district is authorized to enter into or sign any contract on behalf of the District.

The Governing Board, by majority vote at the organizational meeting of the Board each year, may delegate the authority to enter into contracts on behalf of the district to the Superintendent and Chief Business Official. This authority is limited to contracts that do not involve expenditures in excess of \$25,000. All contracts in excess of \$25,000 require the prior approval of the Board.

All agreements \$25,000 or less will be approved by the Board through the purchase order listing approval process.

All agreements more than \$25,000 will be submitted as a separate agenda item for approval or ratification by the Board.

All yearly renewals of contracts previously approved by the Governing Board, will be submitted for re-approval by the Governing Board prior to the beginning of the new fiscal year in an agenda item listing those agreements that staff anticipates will be needed to conduct District business during the upcoming fiscal year.

All agreements/consultant paperwork must be submitted to the Purchasing Department prior to a purchase order being issued and work beginning on the approved agreement or by the approved consultant.

The Superintendent or his/her designee is authorized to enter into software license agreements as required by vendor as an element of the software purchase and will be approved by the Board through the purchase order listing approval process.

The Superintendent or designee may enter into rental agreements for equipment to be used for routine operations and will be approved by the Board through the purchase order listing approval process.

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **District Policies and Procedures:**

BP 3312 – Contracts

### **Legal Reference:**

None

Adopted: (6-15 5-16) 03-17

Santa Ana, CA