

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	4. Superintendent
2. General Counsel	5. Board
3. Director of Purchasing	
Process #3 for Professional Services below \$50,000	
1. Dept. Head/Supervisor/Principal	3. General Counsel
2. Associate Superintendent	
Process #4 for Professional Services above \$50,000 AND Interlocal Agreements (Government to Government Services)	
1. Assoc. Supt. / Dept. Head / Principal	3. Superintendent
2. General Counsel	4. Board
Process #5 for the Sale, Exchange, or Lease of Real Estate, Property, Easements, and ROWs	
1. Assoc. Supt. Facilities & Construction	3. Superintendent
2. General Counsel	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	3. Superintendent
2. General Counsel	4. Board
Process #8 for Special Education Settlement Agreements	
1. Special Education	3. Superintendent
2. General Counsel	4. Board
Process #9 for Drink Vending Machines (Only Districtwide Permitted)	
1. Assoc. Supt. For Finance	3. Superintendent
2. General Counsel	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	4. Superintendent
2. ASCD	5. Board
3. General Counsel	
Process #14 for Student Field Trips in State	
1. Principal	3. General Counsel
2. ASCD	
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 (<i>Field Trips Follow 13 or 14</i>)	
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.*