

EMPLOYEES AUTHORIZED TO MAKE BUDGETED PURCHASES

In accordance with CH(LOCAL), the Board of Trustees of Pasadena Independent School District has delegated purchasing authority for budgeted goods or services in accordance with the law, Board Policies, and administrative regulations, to authorized District employees in charge of a department or school, unless state law or Board policy specifically requires the Board to make or approve a purchase.

Accordingly, District employees in charge of a department or school must follow the District's process for contracts and/or purchases, and must secure written approval and authorization from the following positions prior to making purchases or signing contracts for the purchase of goods or services on behalf of the District:

- Superintendent or written designee;
- Chief Financial Officer or written designee;
- Director of Purchasing or written designee;
- General Counsel or written designee.

Any contract, purchase order, or other document, signed by an individual listed above or an authorized District employee in charge of a department or school is considered binding and legal. In the absences of written approval from one of the above listed positions, a District employee in charge of a department or school does not have the authority to sign contracts or obligate funds on the District's behalf.

No other District employee is authorized to sign contracts or otherwise obligate funds on the District's behalf. Any document signed by anyone not on this list will not be considered binding or legal in any manner unless delegated by an individual from the above list.

All contracts with the District should be styled with "Pasadena Independent School District." Campuses or other departments are not separate legal entities and therefore not able to enter into contractual arrangements separate from the District as a whole.