**Board Memo**

**DATE:** 1/13/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Finance

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

District Contract Approval Process Resolution

**Date/Term (Beginning and End Dates/Year)**

1/1/2022

**APPLICABLE BOARD POLICY:**

0.4.32-Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Guidelines are being presented to facilitate a more seamless approval process for contracts that the District becomes party to.  These guidelines establish criteria allowing the Board to designate authority to the Superintendent or the Superintendent’s designee to approve certain contracts that may be operationally routine in nature with board approval or consent inherently given during the establishment and approval of the District’s budget.  These guidelines also designates authority to the Principals to approve contracts for activities that are school specific and do not involve District level operations.  Board approval will be requested for all other contracts.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

**\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

I recommend the Board accept the District Contract Approval Process Resolution as presented.

**CONTACT PERSON: (submitter)**

Linda Schild SFO, Director Finance