

REGULATION #2300.1 SCHOOL DISTRICT SIGNING AUTHORITY

As contemplated under board policy, the following items define the terms of reference.

1. EQUIPMENT MAINTENANCE AGREEMENTS

Requirements for obtaining vendor pricing applies as per [Regulation #4600.4 – Obtaining Vendor Pricing](#).

The following departmental authorizations and dollar limits per type of service are:

- Director, Information Management Services - \$25,000 per agreement
- Director, Physical Plant & Transportation Services - \$25,000 per agreement

Values greater than the above amounts must be signed according to the prescribed authorization schedule in policy for agreements requiring one signature.

A purchase order will accompany a signed equipment maintenance agreement upon execution.

2. PURCHASE ORDERS

Explicit approval for expenditures must be obtained in writing and affixed to the Purchase Requisition. Purchase Requisitions are maintained as the source document for Purchase Orders.

The following dollar limits have been set as approval limits for the signatories on Purchase Requisitions:

- Buyers – up to \$25,000 on original award and up to \$100,000 for purchase orders on previously established buying arrangements
- Assistant Manager, Purchasing – up to \$50,000
- Manager, Purchasing – up to \$100,000
- Assistant Secretary-Treasurer – up to \$500,000
- Secretary-Treasurer – no limit

REGULATION #2300.1
SCHOOL DISTRICT SIGNING AUTHORITY

3. FORMAL PRICE REQUESTS

Any formal price request as described in policy that exceeds an estimated value of \$500,000 must be signed on behalf of the board by the assistant secretary-treasurer, or secretary-treasurer.

4. LEGAL REPRESENTATION

Account Coordinators with budget authority for legal fees accounts are authorized to engage lawyers and arbitrators to the limit of \$50,000 per case.

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Adopted: 1999-07-08

XRef: [Regulation 4600.4](#)