

SUBJECT: Contracting for Services FY 23-24 2023-24 NO. BS - 2
TO: All Principals and Department Managers
DATE: August 1, 2023
PREPARED BY: Tina Alvarez Bevens **DEPARTMENT:** Contracts Office
Contract Analyst

If a written agreement, contract or Memorandum of Understanding (MOU) with the District is required by the party providing the services, even if there is no use of district funds, it must be signed/approved by the Superintendent and/or Chief Business Officer after completion of a Contract Approval & Routing Form. No other signature is authorized.

¾ A Purchasing Review Committee reviews and approves all service agreements over \$25,000 (non-restricted resource) or over \$50,000 (restricted resource), including contracts and MOUs.

¾ All SA requisitions are approved on-line by funding approvers. SA requisitions over \$20,000 typically require written contracts, which the Contracts Office prepares. The Superintendent or the Chief Business Officer must approve/sign these contracts before a purchase order is printed and payment is issued. No other signature is authorized.

¾ As of January 1, 2023, contracts the -0.01 0 T(ares. p9s8auo.s O4w 1.5 0 T\$10s the 9,00ally requBoar[nds t