Goal: To ensure a systematic process to review and approve contracts with vendors to include purchases, services, maintenance agreements, construction, and other contracts as appropriate.

**Contract Approval Authority:**

* The Superintendent has been designated by the Board of Trustees to approve and execute all contracts for the purchase or goods or services for all single purchases that are less than $50,000.
* The Board of Trustees retains the authority to approve all contracts for the purchase of goods or services for any single purchase that exceeds $50,000.

**Contract Review:**

* The requestor [campus or department] shall forward the Contract document(s) to the Superintendent for review.
* The Contract documents shall include the vendor/contractor’s contract form.
* If the proposed vendor is new to the District, completed Childress ISD Vendor Documents shall be completed and submitted.
* The Superintendent shall review the Contract.
* If the Contract is recommended as is, the Contract will be forwarded to the School Board for final review and approval (signature).
* If the Contract is not acceptable as is, the Superintendent shall contact the contracting party to attempt to resolve the deficiency(ies).
	+ Legal advice from the District’s legal firm shall be obtained as necessary to remedy the contract deficiencies.
* If the Contract is not acceptable and cannot be corrected to an acceptable form, the Superintendent shall reject the contract and notify the proposed vendor. The rejected contract shall be forwarded to the Administrative Assistant.
* The Administrative Assistant shall file the rejected contract.

**Contract Approval:**

* The Superintendent shall return the original, signed Contract to the Business Manager.
* If the contract also requires School Board approval, the Superintendent shall prepare the Action Item for approval at the next regularly scheduled board meeting.
* The Board Secretary shall return the original, signed Contract to the Superintendent.
* Upon receipt of the original, signed contract, the Superintendent shall file the original contract according to the Contract Filing Procedures (below).
* The Administrative Assistant shall notify the requestor of the contract approval or disapproval.
* The Accounts Payable Clerk shall enter the new vendor in the TxEIS database and file the Contract copy pending receipt of a requisition from the originator.
	+ If the originator does not submit a requisition within 10 business days, the Contract shall be voided. Notification shall be made via email to the originator regarding the Contract cancellation.

**Purchase Commitment for Contract (Purchase Order):**

* The requestor shall submit a purchase requisition for the annual cost [fiscal year] of the contract.
* Upon receipt of the purchase requisition, the Business Manager shall ensure review and approve the requisition in accordance with the District’s Purchasing Procedures.
* The Business Manager shall attach a copy of the approved contract to the purchase requisition.
* The Business Manager shall review and approve the purchase requisition in accordance with the District’s Purchasing Procedures.
* Upon approval of the purchase order, the Business Manager shall forward a copy of **both** the approved contract and purchase order to the vendor.

**Contract Filing Procedures:**

* Upon receipt of a fully executed Contract, the Administrative Assistant shall file the contract.
* An Excel spreadsheet of all multi-year contracts shall be maintained. The spreadsheet shall contain the following information (at a minimum):
	+ Vendor name and number
	+ Starting and ending date of contract
	+ Non-renewal or cancellation terms (for recurring contracts

**Contract Management:**

* The originator shall be directly responsible to ensure that the contracting party performs the services covered by the Contract. The contract originator shall sign the invoice to certify that the work was completed to satisfactory standards.
* Upon completion of the service(s), the vendor (or the requestor) shall forward an invoice to the Accounts Payable Clerk to request that payment be made to the contracting party.
* The Accounts Payable Clerk shall make partial or final payments only upon receipt of an invoice signed by the originator. The signature of the originator is verification that the services have been performed and that the payment should be made to the contracting party.