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 or designee has been designated by the Board of Trustees to approve and execute all contracts for the purchase of 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 Purchasing Coordinator in the accounting department for review.
* The Contract documents shall include the vendor/contractor’s contract or a Lampasas ISD Consultant Contract.
* If the proposed vendor is new to the district, then all documents required for a new vendor in the Purchasing Procedures shall be included with the contract documents.
* The Purchasing Coordinator shall review the Contract.
* If the Contract is recommended as is, the Contract will be forwarded to the Chief Financial Officer for final review and approval (signature). The Chief Financial Officer may defer the contract to the Assistant Superintendent, Superintendent and/or School Board for final review and approval (signature).
* If the Contract is not acceptable as is, the Purchasing Coordinator in accounting department shall contact the contracting party to attempt to resolve the deficiency(ies).
	+ Legal advice from the district’s legal firm shall be obtained by the Chief Financial Officer as necessary to remedy any outstanding contract deficiencies.
* If the Contract is not acceptable and cannot be corrected to an acceptable form, the Chief Financial Officer shall reject the contract and the Purchasing Coordinator shall notify the proposed vendor.
* The Purchasing Coordinator shall file the rejected contract.

**Contract Approval:**

* The Chief Financial Officer shall return the original, signed Contract to the Purchasing Coordinator.
* If the contract also requires School Board approval, the Chief Financial Officer or designee shall prepare the Agenda Item for approval at the next regularly scheduled Board meeting.
* The Superintendent Secretary shall return the original, signed Contract to the Purchasing Coordinator.
* Upon receipt of the original, signed contract, the Purchasing Coordinator shall file the original contract according to the Contract Filing Procedures (below).
* The Purchasing Coordinator shall notify the requestor of the contract approval or disapproval.
* The Purchasing Coordinator shall enter the new vendor in the Skyward database and file the Contract copy pending receipt of a requisition from the originator.
	+ If the originator does not submit a requisition within 15 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 following the district’s Purchasing Procedures.
* Upon receipt of the purchase requisition, the Purchasing Coordinator shall review and approve the requisition in accordance with the district’s Purchasing Procedures.
* Upon approval of the purchase order, the Purchasing Coordinator shall forward a copy of **both** the approved contract and purchase order to the vendor.
* The Purchasing Coordinator shall attach the original approved contract to the purchase order.

**Contract with No Purchase Commitment (Purchase Order):**

* If the contract is at no cost to the district and the contractor (or any employee of the contractor) may have an opportunity for direct unsupervised contact with students, the contractor (employee of the contractor) must complete a new Criminal History Information Request and Confidentiality Agreement Form every school year prior to being approved to work with any students. Be sure to allow additional time for these forms to be reviewed and approved.

**Contract Filing Procedures:**

* Upon receipt of a fully executed Contract, the Purchasing Coordinator shall file the original contract.
* Contracts shall be filed by the length of the contract as noted below:
	+ One-time or single fiscal year contracts shall be filed by fiscal year with the purchase order.
	+ Multi-year, term and recurring contracts shall be filed by fiscal year with the purchase order and a copy of the contract shall be filed by vendor and maintained by the Purchasing Coordinator until the end of the contract term.

**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.
* For contracts in excess of $50,000, in addition to the originator, the Chief Financial Officer and/or Superintendent shall review and 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 Specialist in the accounting department to request that payment be made to the contracting party.
* The Accounts Payable Specialist 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.