CONTRACTS

A. Only those individuals delegated by the superintendent may sign contracts related to purchase or equipment leases which commit the district legally as well as monetarily.

B. Contracts related to purchase or lease are here-in defined as, but not limited to, the following: negotiated contracts, maintenance agreements, sales agreements, non-disclosure agreements, rental agreements, on-site demonstrative agreements, lease agreements, etc.

C. All initial contracts must be signed by the superintendent. In his/her absence, initial contacts are to be signed by the director of finance. The superintendent is to be apprised of all contracts signed in his/her absence.

D. Renewal contracts with no substantial alterations must be signed by the superintendent, director of finance, or purchasing agent.

E. Original contracts are to be housed in the business office.

F. An annual report on all lease and contracts is to be made to the superintendent.

ADMINISTRATIVE REGULATION

Approved: November 15, 1983