



BULLETIN

SUBJECT: Contracting for Services FY 23-24 **2023-24 NO. BS - 2**

TO: All Principals and Department Managers

DATE: August 1, 2023

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Contract Analyst

REVIEWED BY: Robert Aldama **APPROVED:** Jesse Castillo
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APPROVAL OF CONSULTANTS AND OTHER CONTRACTED SERVICES

The purpose of this bulletin is to remind Principals and Department Managers about procedures and requirements surrounding the authorization of contracts and agreements with third parties for services.

Principals and Department Managers should be aware only the Business Services department may legally endorse and approve such contracts and agreements, and that they may be subject to additional review by internal departments and the Board of Education. Prior to submitting such agreements and contracts for approval, Principals and Department Managers should always engage with internal stakeholders who maintain oversight for any organizational function(s) related to or impacted by the products, resources or services under consideration.

Approval is not guaranteed; services maynot be rendered prior to obtaining approval and executing a contract and/or purchase order. **PRINCIPALS AND DEPARTMENT MANAGERS CAN BE HELD PERSONALLY RESPONSIBLE FOR EXPENSES RELATED TO UNAUTHORIZED SERVICES.**

All requests for consultants and other service providers, including services related to academics, technology and facilities, must be submitted on a Service Agreement (SA) requisition for approval prior the service(s) being performed. The Contracts Office will process your requests and submit for signature, and Board approval, if necessary.

³/₄ Reference the attached flowchart for visual guidance of the necessary steps to entering into a contract.

Be prudent-pend ibly Our Board of Education monitors expenditures to ensure that they align to our district goals and support positive student outcomes. Administrators are encouraged to review their requirements carefully and use due restraint before submitting a SA requisition.

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