



ADMINISTRATIVE PROCEDURE

PRINCIPAL'S CONTRACTING AUTHORITY

5135.2

Procedure No.

July 1, 1983

Date

- I. **PURPOSE:** To provide direction to school principals in the area of their contracting authority.
- II. **POLICY:** This is a revision of the Superintendent's Memorandum 201-71 of June 14, 1971, concerning school principal's contracting authority.
- III. **PROCEDURES:** Principals are authorized to execute contracts committing funds not provided by the Board of Education, on behalf of their school and without further approval from their appropriate Area Assistant Superintendent, subject to the following limitations:
 - A. No single contract may commit a sum greater than \$8,000.
 - B. Contracts with one vendor may not be executed in any one school year for amounts aggregating more than \$8,000, unless approval is given by the appropriate Area Assistant Superintendent.
 - C. Contracts executed for one particular activity may not exceed the aggregate sum of \$10,000 for such activity.
 - D. Any contract or contracts exceeding the above sum must first be approved by the appropriate Area Assistant Superintendent.
 - E. The here above authorization to principals shall not be delegated. The appropriate contract forms are found in the Supply Catalog under blank forms – PGIN 7540-1063, School Order Form.
- IV. **RELATED PROCEDURES:** Board of Education Policy 5135, School-Based Fund Raising and Administrative Procedure 5135.1, Fund Raising.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of the Superintendent will be responsible for updating these procedures as needed.
- VI. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure, dated June 14, 1971.
- VII. **EFFECTIVE DATE:** July 1, 1983.

Approved by:
Edward J. Feeney
Superintendent of Schools