**BARRE UNIFIED UNION SCHOOL DISTRICT**

**Barre City Elementary & Middle School**

**Barre Town Middle Elementary School**

**Spaulding High School**

**Central Vermont Career Center**

**August 13, 2019**

**REVISED June 17, 2020**

**Contract Procurement, Development, and Approval Procedures**

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20) and the Prevention of Conflict of Interest in Procurement Policy (E24).

A contract is a legally binding written agreement executed between the BUUSD and a third party in which the parties agree to perform in accordance with the obligations/scope of work therein. Contracts include, but are not limited to, letters of agreement, cooperative agreements, memorandum of understanding (MOU), interagency contracts, easements, licenses, and leases. The Superintendent or Business Manager are authorized to enter into legally binding agreements.

Administrators/Directors requesting to enter into a contract must first determine if procurement is required and if quotes are necessary according to purchasing procedures. They are also responsible for ensuring that necessary funding is available. If procurement is required, it must be secured prior to commencement of services or receipt of goods. The Business Manager will assist with determining if the contract has all the necessary components. Contractors are required to provide certificate of liability insurance before providing goods or services.

A Contract Review Form must be completed and filed with all contracts.

All contracted service providers will submit invoices, preferably monthly or at a minimum of quarterly, including specific details such as date(s) of service, student name(s), detailed services provided as indicated in the scope of work, and payment terms.