NKSD PROCEDURE MANUAL	Contracts for Services	BUSINESS OFFICE

All Contracts for Services (contracts) should be processed at each individual site. When complete, the information should be entered into the Skyward Financial system as a requisition. The completed contract must be uploaded/attached to the requisition.

The requisition and contract must be sent at least one week before the service is performed (one month in advance for contracts that exceed the amount required by the School Board). In addition, contracts that are paid using federal funds must meet specific guidance regarding federal procurement – please refer to federal procurement guidelines or contact Purchasing for further information. Below is a breakdown of when a contract requires Board approval:

- All Inter-Local Agreement regardless of amount require Board Approval
- Contracts $50,000 or more require Board Approval with a Formal Report
- Annual contract renewals must get board approval annually when required as above

The Purchasing Department will log the contract in a database and the Director of Finance will sign for approval. When the approved contract is returned to Purchasing, they will approve the individual's requisition and process a purchase order.

When a contract requires board approval, the originator will not enter a purchase requisition until it is approved by the Board. The following process will take place:

- Originator will prepare the contract and provide documentation to the Board. Originator will prepare a report if necessary.
- After the Board meeting, the originator will check to see if it was approved by the Board.
- If approved, the originator will submit a requisition and will forward the original contract to the finance office for the Director to sign. The original will be kept in the finance office. If the originator wants a copy, they should copy the contract prior to forwarding to the finance office.

The original agreement will be forwarded to Accounts Payable with the original Purchase Order.

Accounts Payable will pay contractor upon receipt of the invoice after verifying that all intents and affidavits have been filed with L & I. If the contract is under $2,500 the contractor will submit Department of Labor and Industries form F700-106-000 Combined Intent & Affidavit for Small works with the invoice.

If you have any questions, please direct them to the Purchasing Department.