

Per education code sections 42632 through 42666, the number of district employees authorized to obligate district funds or resources is very limited. Principals may sign agreements obligating ASB funds within parameters listed below. Contracts or agreements obligating TUSD to any contract or agreement using any district funds other than ASB may not be approved or signed by any person other than those specifically authorized by the Resolution Authorizing and Defining Names to Sign Orders on School District Funds, which appoints as agents, delegates, empowers and authorizes certain employees of the Tracy Unified School District to sign orders, payroll, payments to vendors, and other official documents on its behalf.

### **District Funds**

Each member of the Superintendent's cabinet is authorized to obligate the district to contractual agreements. However, the Associate Superintendent of Business Services is generally the only TUSD agent authorized to sign contracts.

### **ASB Funds**

1. Contracts of \$2,499.99 or less: Principal only. Principal signature indicates he/she has received the contract to ensure it is compliant with BP3452, the ASB Guide and district liability requirements.
2. Contracts of \$2,500.00 or more: Principal and Associate Superintendent of Business Services signs
3. Contracts longer than one year: Associate Superintendent of Business Services signs only

### **Booster and Parent Club Funds**

Booster and other parent organizations are independent of both the district and the student organizations/ASB. Boosters and parent clubs must enter into their own contracts and agreements with external organizations in compliance with Parent/Booster Club bylaws and must not be appended to or be part of existing district or student organization contracts. Parent/Booster Clubs are not to use the district tax identification number for any of their activities.

**Site office staff sends all contracts related to all school activity events when a vendor representative will be present on district property to the Facility Use department for signature.**