

**713.00.1 CONTRACT SIGNATURE AUTHORITY MATRIX**

| Dollar Amount  | Authorized to Bind District  | Requires Board Agenda Item? |
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| All Grants, Partnerships, Joint Partnerships, Collaborations and Gifts (over \$5,000) require Board Approval.        | Board Chair or Superintendent (or as designated on Board Agenda Item)  | YES                         |
| 0-\$3,499.99 for Schools   | Principal or Budget Administrator  | No, see exception above     |
| 0 - \$4,999.99 for District Departments or Programs (except when Federal Funds are involved then only to \$3,499.99) | Department Manager or Administrator  | No, see exception above     |
| From \$3,500 for Schools and \$5,000 for Departments/Programs to \$174,999.99  | Superintendent, Chief Financial Officer, Controller or Purchasing Manager (or as expressly designated by these individuals listed) | No, see exception above     |
| Over \$175,000   | Board Chair, Superintendent, Chief Financial Officer, Controller or Purchasing Manager (or as designated on Board Agenda Item)     | YES                         |