

Contract Signature Authority Matrix

Dollar Amount	Authorized to Bind District	Requires Board Agenda Item?
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-\$3499.99 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