

## **CONTRACTS WITH EXTERNAL INDIVIDUALS OR AGENCIES**

In order to secure specialized goods and/or services, the Board and/or Superintendent may enter into contracts with individuals not employed by the Board or with selected business firms, agencies, individuals, etc. All expenditures by the Board and/or Superintendent for such goods and services must be based upon a signed contract with such individuals or agency officials. Any such contract must specify at a minimum the following information:

1. Name of individual or agency
2. Address of individual or agency
3. EIN or Social Security Number of individual or agency
4. A description of work to be performed
5. A description of cost(s) or charges(s)
6. Work days and dates

The contract must be in writing and be filed with the business office for audit purposes. The contract must be signed by the contractor and the Superintendent. If the contract is for an amount in excess of that amount generally required to be bid under the Alabama Competitive Bid Law, then Board approval is required.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Nov. 29, 1994; REVISED: June 18, 2009

LEGAL REF.: Ala. Code § 16-11-9 (1975); Ala. Code § 16-11-9.1 (1975); Ala. Code § 41-16-50, *et seq.* (1975); Ala. Code § 39-2-1, *et seq.* (1975).