ELGIN ISD
ONE TOWN • ONE TEAM • ONE FAMILY

Contract Approval Agreement

Signature Authority Guidelines

Interlocal Agreements* ($50,000 or more AND/OR any multi-year agreements)	**Signature Authority**
1. Interlocal Agreements (General with Board Resolutions)	Superintendent or Designee with Board Approval
2. Interlocal Agreements (Community Organizations) and Memoranda of Understanding	Superintendent or Designee with Board Approval
3. Interlocal Agreements (Education Entities) and Memoranda of Understanding	Superintendent or Designee with Board Approval
4. Multi-year Agreements (All)	Contact CFO

Contracts*: (excludes multi-year agreements)	**Signature Authority**
From $0 to $2,499 (see below)	Budget Manager/Principal/Director
From $2,500 to $9,999	Executive Cabinet/Purchasing
From $10,000 to $49,999	Executive Cabinet/Purchasing
Venue Contracts (paid from District funds and less than $50,000)	Executive Cabinet/Purchasing
From $50,000 or more	Superintendent/CFO/Purchasing with Board Approval

Approved contracts under $2,500* Contracts may not exceed one year	**Signature Authority**
Yearbook Contracts	Budget Manager/Principal/Director
School Picture Contracts	Budget Manager/Principal/Director
Fundraising Agreements (Ex. Kona Ice)	Budget Manager/Principal/Director
Rentals** (i.e Bounce House, Water Slides, Inflatables)	Budget Manager/Principal/Director
Special Program Presenters (Ex. Author visit)	Budget Manager/Principal/Director
Field Trips	Budget Manager/Principal/Director
Prom/Homecoming/Banquets (DJ's, photographer, caterer, etc.)	Budget Manager/Principal/Director
Venues (Paid with student activity funds)	Budget Manager/Principal/Director
Judges (Band, Cheerleading, Choir, etc.)	Budget Manager/Principal/Director
Spirit items	Budget Manager/Principal/Director
Printing Services	Budget Manager/Principal/Director

** All Contracts and Agreements should have a signed Contract Approval Agreement. This ensures the contract meets the district and purchasing guidelines.*

*** Must meet safety/UIL/TEA..... requirements*

All signed contracts should be attached to purchase requisitions with the signed Contract Approval Agreement, and filed with the Business Office for record keeping purposes. Contracts with no dollar value should also be filed with the Business Office.

Any contract between $2,500 and $50,000 must be signed by the supervising member of Executive Council. Any contract less than $2,500 may be signed by the budget manager, principal or director. Please use this as a guide and do not hesitate to contact the Purchasing Coordinator with any questions.

I agree to follow the Contract Signature Authority guidelines. I confirm that the firm/consultant was selected based on demonstrated competence qualification, experience, and reasonableness of costs and the consideration was given to contractor integrity, compliance with public policy, past performance, and financial and technical resources.

Budget Manager/Principal/Director's Signature	Title	Date
Executive Cabinet/Purchasing Coordinator	Title	Date
Superintendent/Board of Trustees	Title	Date