



Purchasing & Contracting prepares and provides resolutions to the Board for the approval of District contracts and purchase orders, as required by PPS-45-0200 and Administrative Directive 8.50.105-AD.

[Portland Public Schools Public Contracting Rules](#)
[8.50.105-AD Purchasing & Contracting Delegation of Authority](#)

CONTRACT TYPE	CONTRACT AMOUNT
Approval by Board resolution required prior to District signature	
Purchase Order	Over \$150,000
Expenditure or Revenue Contract	Over \$150,000
Expenditure or Revenue Amendment	Amendment causes the total contract value to exceed \$150,000
Expenditure Amendment	Amendment causes the total contract value to exceed 125% of the contract amount previously approved by the Board

Submitted contracts over these dollar or percentage thresholds are automatically flagged for Board approval in the District's contract management system. Upon receipt, Purchasing & Contracting staff review the contract or amendment for all required documentation and procurement compliance. Contracts that require Board approval are added to a draft resolution and sent to the Board Office no later than eight days before the Board Meeting.

Purchasing & Contracting requests contracts needing Board approval to be submitted three weeks prior to the Board Meeting to ensure adequate time to review the contracts for adherence to Portland Public Schools Public Contracting Rules, and to verify the necessary internal approvals are in place before including in the draft resolution.

**PURCHASING & CONTRACTING
PORTLAND PUBLIC SCHOOLS
SCHOOL DISTRICT NO. 1J
MULTNOMAH COUNTY, OREGON**