



Capital School District

Board of Education Policy

Section: Business and Finance
Title: Execution of Contracts
Policy #: 300-04
Date Approved: 09/14/2022
Date Revised: 09/1/2022

PURPOSE

In accordance with the requirements of Delaware Code, Title 29, Chapter 69, a formal bid is required in accordance with the Small Purchase Procedures and Thresholds as established by the Purchasing and Contracting Advisory Council through the State's Office of Management and Budget.

All such bids must be formally approved by the Board of Education and contracts signed by an authorized signatory of the Capital School District. Authorized signatories for the District for these purposes are the President of the Board of Education, Vice President of the Board of Education, Superintendent of Schools, and Chief Financial Officer/Business Manager.

This policy does not control normal purchase order procedures not subject to the above threshold limits, state contracts awarded by the Office of Management and Budget, Government Support Services and utilized by the District, nor emergencies declared by the Superintendent of Schools.

Any contract not signed by an authorized signatory in accordance with the provisions of this policy shall be null and void.