

## **7400 CONTRACT ADMINISTRATION**

The board is the sole entity authorized to execute formal contracts between the school system and any firm or person offering to provide materials, equipment, or services to the school system. Creditors are on notice that the board may choose not to honor contracts entered into by school or school system officials without authority to enter into contracts.

### **A. AUTHORIZATION TO ENTER INTO CONTRACTS**

Except as otherwise provided by Board policy, all system-level contracts made on behalf of the Board of Education involving expenditures exceeding one hundred thousand dollars (\$100,000) must receive prior approval from the Board.

No contract may be entered into with a person or entity that is on the state treasurer's Final Divestment List or Iran Parent and Subsidiary Guidance list, except as permitted by G.S. 147, art. 6E.

Unless otherwise prohibited by statute, state regulation, or other Board policy, the Superintendent or his/her designee is authorized to enter into contracts involving amounts up to one hundred thousand dollars (\$100,000). The Superintendent shall report all contracts between twenty-five thousand dollars (\$25,000) and one hundred thousand dollars (\$100,000) to the Board quarterly. Contracts for unanticipated expenditures exceeding one hundred thousand dollars (\$100,000) for direct or related services to exceptional children may be undertaken by the Superintendent conditioned on final approval by the Board at its next scheduled meeting. Where feasible, the Superintendent or his/her designee shall seek informal bids for contracts.

#### School Principal Contracting Authority

School principals may enter into contracts for:

- A.** School pictures;
- B.** Yearbooks and school newspapers;
- C.** Fund-raising activities undertaken in compliance with Board policies;
- D.** Disc jockeys/bands and facilities for dances to be paid for with school funds;
- E.** Athletic officials and security personnel for games and other special events;
- F.** Class rings;
- G.** Caps and gowns;
- H.** Senior supplies (i.e., invitations, note cards, class keys, etc.);
- I.** Vending/dispensing machines.

School principals may enter into other contracts for goods or services in amounts up to \$500.00 without prior approval, provided there are sufficient funds in the local school account to cover the contract and the contract is executed during the current fiscal year.

Principals shall submit quarterly reports to the school system's finance officer of all school contracts.

**B. CONTRACT FORMS**

The board attorney shall review any contract forms developed for use by a school or the school system.

**C. LEASE PURCHASE CONTRACTS**

The finance officer must approve any request to enter lease purchase contracts as authorized by G.S. 115C-528, regardless of the dollar amount. After considering the principal and amount of interest, the superintendent must determine that the lease purchase is a fiscally prudent choice that is consistent with board policy.

The finance officer shall provide the board with periodic reports on lease purchase contracts, including the amount of the principal, interest paid, and the amount of the outstanding obligation.

**D. OTHER APPLICABLE POLICIES AND LAWS**

Purchases may be made through the State Division of Purchase and Contract in accordance with the Division's rules and regulations, as authorized by G.S. 115C-522.

All contracts involving construction or repair work or purchase of apparatus, supplies, materials, or equipment must be undertaken in compliance with Chapter 143 of the North Carolina General Statutes, except as provided elsewhere by state law. Contracts must also comply with applicable board policies.

All contracts subject to the E-Verify requirement will contain a provision stating that the contractor and the contractor's subcontractors must comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

All system-level contracts must be pre-audited by the finance officer before they are awarded.

LEGAL REF: G.S. 64, art. 2; 115C, -36; -47; -264; -440; -441; -522; -528; 143-49 and art. 8; 147, art. 6E

CROSS REF: Pre-Audit Certification (Policy 7610)

ADOPTED: February 7, 2005

AMENDED: March 10, 2014; March 1, 2016

**EDENTON-CHOWAN BOARD OF EDUCATION**