

<b>Descriptor Term:</b>  SIGNING AUTHORITY/CONTRACTS	<b>Descriptor:</b> DHA	<b>Issued:</b> Draft 6-1-10
	<b>Rescinds:</b> DHA	<b>Issued:</b> 08/08/1995

**BOARD POLICY**

Any ~~agreement or~~ contract which obligates either financial or other resources of the ~~Tupelo Public School~~ District ~~will be~~ **is** subject to the approval of the Board. ~~All such agreements or~~ contracts must be in writing. **Contracts up to Twenty Thousand Dollars (\$20,000.00) may be executed by the District purchasing agent, the Director of Finance or the superintendent but are subject to ratification by the Board.** ~~and~~ Upon approval by the Board, **contracts** will be executed by the president of the Board, designee or **superintendent**, and entered into the minutes of the meeting in which the ~~agreement or~~ contract was approved.

**The Board authorizes the superintendent to promulgate procedures consistent with this policy.**

**ADMINISTRATIVE PROCEDURE**

**1. Definitions**

**“Contract” as used herein includes any agreement that obligates the District to pay monies or resources to a third party or parties.**

**2. Should it be reasonably necessary for the purchasing agent to enter into a contract prior to Board approval, he or she shall seek prior consent from the Director of Finance, superintendent or designee.**

**3. In the event that the purchasing agent, Director of Finance or superintendent executes a contract in accordance with this policy prior to Board approval, said contract shall be brought before the Board for ratification at the next regularly scheduled meeting.**

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None