

## CHAPTER 7.00 – BUSINESS SERVICES

### Delegation of Authority to Contract

7.13

1. Superintendent's Authority. Consistent with the Superintendent's purchasing authority under School Board Rule 7.14, the School Board delegates to the Superintendent the authority to execute contracts on behalf of the District that meet the following criteria:
  - a. The contract amount is less than \$50,000.00.
  - b. The term of the contract does not exceed one year.

Where applicable, the Superintendent and Purchasing Department shall comply with the requirements for purchases of less than \$50,000.00 set forth in School Board Rule 7.14.

2. Principals' Authority. The School Board delegates authority to District principals to execute contracts on behalf of the District that meet the following criteria;
  - a. The contract relates only to the principal's school.
  - b. The amount of the contract does not exceed \$5,000.00.
  - c. The term of the contract does not exceed one year.
  - d. The contract does not license to a vendor or other third party the right to use the name of the school or the St. Johns County School District.
  - e. If the contract is for the purchase of curriculum tools or products, it must be submitted to and approved by the District Curriculum and Instructional Department before it may be executed by the principal.
  - f. If, the contract contains provisions that require the school or the District to indemnify or provide insurance for the benefit of the vendor, the contract must be submitted to and approved by the Purchasing Department before it may be executed by the principal.

When a proposed contract is not within the limits of the principal's authority according to the criteria listed above, the principal may submit the contract to the Purchasing Department for review and approval for compliance with District contract requirements. If the proposed contract is within the Superintendent's authority under this rule, the Director of Purchasing may execute it as the Superintendent's designee.

3. Procedures and Guidelines. The Superintendent is authorized to adopt procedures and guidelines to implement this rule.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 1001.41(4), 1001.42(19),  
1001.43(2), 1001.51, F.S.

**HISTORY:** Adopted: 8/14/18