

6Gx53-5.002 EXTERNAL CONTRACTS:

- I. The superintendent or designee shall be responsible for all purchases of materials, equipment, and services with school district or school funds. The Superintendent is authorized to purchase products or services or enter into temporary employment contracts for which the total amount of the purchase is less than the competitive bid threshold amount set by State Board Rule 6A-1.012(6) and Florida Statute 287.017. When such purchase requires a written contract or agreement, the Superintendent or designee may sign such a document on behalf of the School Board with the Board's attorney approving terms and form. This same authority shall also be vested in the director of purchasing functioning on the Superintendent's behalf. The director of purchasing shall have the authority to enforce the use of district quotes and bid contracts. No other persons, unless authorized to do so under regulations of the Board, shall make any purchase involving the use of school district or school funds, and the Board shall approve no expenditures for any unauthorized purchases.
- II. All other contractual agreements with third parties shall be approved by the School Board and signed by the proper administrative officials who for this purpose shall be the Superintendent or the Board Chair, or both, if specifically required by the contract form.
- III. Except as specified in items I and II above, the school Board shall not be liable for any debts or obligations incurred without its express approval. Goods or services shall not be ordered or accepted prior to approval, and employees who order or accept goods or services prior to approval of such purchases or contracts may be subject to progressive discipline, and may be personally liable for payment of such purchases or contracts.
- IV. In the event of an emergency that necessitates the immediate purchase of goods or services for the purpose of protecting or preserving life, health, safety, welfare, or property, a request for the same may be given tentative approval by the Superintendent of Schools after advising the Board Chair of the proposed action, subject to ratification by the School Board. A written justification for the action shall be presented to the School Board by the Superintendent at the next-following meeting of the Board, together with an agenda item for ratification of the action.
- V. Requisitions/Purchase Orders are expressly excluded from the provisions of this policy. School Board Policy 5.008 and a Business Services Memorandum issued annually address purchase orders separately.

The School Board of Polk County, Florida
Policy 5.002

- VI. Contracts funded solely through internal accounts are governed by the Internal Accounts Manual and are specifically excluded from this section.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, 1001.43

Laws Implemented: Florida Statute 287.017, Florida Administrative Code 6A-1.012(6)

Adopted: April 10, 1974

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Amended:

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October 14, 1997

November 30, 1999

April 9, 2002

April 12, 2005

June 14, 2005