



Shoreline School District Contract Approval and Signature Authority

Type of Contract	Approval Authorization	Signature Authorization
Purchase Orders	Individual with budget authority	Purchasing Lead Acct & Business Manager as back up
Formal Bids	School Board	Superintendent/Deputy Supt Director of Finance as back up
Informal Bids	Purchasing Lead	Acct & Business Manager Director of Finance as back up
Facility Lease/Rental	Deputy Superintendent	Deputy Superintendent Director of Finance as back up
Construction Projects over \$150,000	School Board	Superintendent Deputy Superintendent as back up
Construction Projects under \$150,000	Deputy Superintendent Capital Projects Coordinator	Deputy Superintendent Director of Finance as back up
Change Orders to Construction Contracts over \$50,000	School Board	Deputy Superintendent Director of Finance as back up
Change Orders to Construction Contracts under \$50,000	Deputy Superintendent Capital Projects Coordinator	Deputy Superintendent Director of Finance as back up
CPF Small Works and Public Works up to \$50,000	Capital Projects Coordinator	Deputy Superintendent Director of Finance as back up
GF Small Works and Public Works up to \$50,000	Maintenance Director	Director of Finance Acct & Business Manager as back up
Personal Services/Professional Services Contracts under \$10,000	Principal and Purchasing Lead	Acct & Business Manager Director of Finance as back up
Personal Services/Professional Services Contracts over \$10,000	Principal and Purchasing Lead	Director of Finance
Field Trips	Principal and Transportation Dept	Field Trip Coordinator
Fund Raisers General Fund	School Principal and Acctng & Business Manager	Acct & Business Manager Director of Finance as back up
Fund Raisers ASB	School Principal and Acctng & Business Manager	Acct & Business Manager Director of Finance as back up
Employment Contracts	School Board	Superintendent
Special Education Professional Services	Student Services Director	Acct & Business Manager Director of Finance as back up