



## 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
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 Acct & Business Manager
Special Education Professional Services	Student Services Director	Director of Finance as back up
<b>CONSTRUCTION, SMALL WORKS AND PUBLIC WORKS PROJECTS:</b>		
Construction Projects over \$150,000	School Board Deputy Superintendent	Superintendent Deputy Superintendent as back up
Construction Projects under \$150,000	Capital Projects Accounting Manager & Compliance Officer	Deputy Superintendent Director of Finance as back up
<b>Change Orders (CO) and Construction Change Directives (CCD):</b>		
if project > \$2M and Cumulative COs + CCDs > 5% of original construction contract amount	School Board	Deputy Superintendent Director of Finance as back up
if project < \$2M and Cumulative COs + CCDs > 8% of original construction contract amount	School Board	Deputy Superintendent Director of Finance as back up
if project construction contract > \$10M and CO < \$250,000	Deputy Superintendent	Deputy Superintendent Director of Finance as back up
if project construction contract < \$10M and CO < \$100,000	Deputy Superintendent	Deputy Superintendent Director of Finance as back up
if project construction contract > \$10M and CCD < \$100K	Deputy Superintendent	Deputy Superintendent Director of Finance as back up
if project construction contract < \$10M and CCD < \$50K	Deputy Superintendent	Deputy Superintendent Director of Finance as back up
CPF Small Works and Public Works Contracts up to \$50,000	Capital Projects Accounting Manager & Compliance Officer	Deputy Superintendent Director of Finance as back up
GF Small Works and Public Works Contracts up to \$50,000	Maintenance Director	Director of Finance Acct & Business Manager as back up