

Procedure 1030-PR(1): DGB Contract Approval and Signature Authority – Delegation

Original Adopted Date: May 28, 2025 Status: Approved

CONTRACT AUTHORITY DELEGATION

Pursuant to Policy 2010.00, the District Governing Board (DGB) has charged the District CEO with the responsibility to administer all aspects of District organization and operations. Inherent in that charge is the administration of all manner of contracts on behalf of the District and for the good of the District. Therefore, the DGB delegates contract approval and signature authority in writing as described below.

GENERAL CONTRACT AUTHORITY DELEGATION TO THE CEO

Approval and/or signature authority for contracts for the purchase of goods or services will follow Procedure 3200.01 Procurement of Goods and Services.

The CEO shall exercise the customary functions of assigning, transferring, and disciplining all employees of the District. Because the President is delegated this authority directly from the DGB, it is imperative that the DGB be apprised of all personnel actions on a regular basis.

New hire action may be taken by the CEO under the condition that final employment approval for all employees is based on approval of the DGB at the next regularly scheduled board meeting.

Termination of any employee requires approval of the DGB.

The CEO, or the appropriate high-level administrative designee, shall have approval and/or signature authority for Intergovernmental Agreements (IGAs), Memorandums of Understanding (MOUs), grants, licenses, donations, sale of used items, and/or contracts of similar nature. The DGB will be regularly apprised of all such contracts entered into and currently in force.

The DGB retains approval and signature authority for all real estate transactions, insurance, financial and/or accounting services, legal services, government relations services, and other unique or significant contract situations that may arise.

CONTRACT PROCESS STIPULATIONS

All types of contracts that obligate the District in any way will be reviewed by legal to safeguard the District's rights and best interests. Standard contracts and/or templates developed or previously approved by legal may be used and enacted without additional legal review if the other parties do not request changes to the standard terms developed and provided.

While most contract approval and signature authority is delegated to the CEO, the DGB still retains this authority in specific situations. If a question exists as to who holds final authority, it is delegated to the DGB to approve the item. Regular communication with the DGB regarding contract activity must take place.

A separate contract development, review, approval, and signature process will be implemented by administration and will be utilized by all departments and divisions for all types of contracts.