
SCHOOL DISTRICT NO. 36 (SURREY)

No. 2300.1

REGULATION: SCHOOL DISTRICT SIGNING AUTHORITY

As contemplated under Board policy, the following items define the terms of reference.

1. EQUIPMENT MAINTENANCE AGREEMENTS

Requirements for obtaining vendor pricing applies as per Regulation #4600.4 – *Obtaining Vendor Pricing*.

The following departmental authorizations and dollar limits per type of service are:

- Director, Information Management Services - \$25,000 per agreement
- Director, Physical Plant & Transportation Services - \$25,000 per agreement

Values greater than the above amounts must be signed according to the prescribed authorization schedule in policy for agreements requiring one signature.

A purchase order will accompany a signed equipment maintenance agreement upon execution.

2. PURCHASE ORDERS

The following dollar limits have been set as approval limits for the signatories on Board purchase orders:

- Buyers – up to \$25,000 on original award and up to \$100,000 for purchase orders on previously established buying arrangements
- Assistant Manager, Purchasing – up to \$50,000
- Manager, Purchasing – up to \$100,000
- Assistant Secretary-Treasurer – up to \$500,000
- Secretary-Treasurer – no limit

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3. FORMAL PRICE REQUESTS

Any formal price request as described in policy that exceeds an estimated value of \$500,000 must be signed on behalf of the Board by the Assistant Secretary-Treasurer, or Secretary-Treasurer.

4. LEGAL REPRESENTATION

Account Coordinators with budget authority for legal fees accounts are authorized to engage lawyers and arbitrators to the limit of \$50,000 per case.

Revised: 2010-06-24
Revised: 2009-04-29
Adopted: 1999-07-08
