

Policy Number: 2.4.0

Title: Contracts And Agreements Authorization

Introduction:

This policy has been developed to establish how contracts, agreements, and spending authorization for the District are to be processed.

Ends:

1. In order to perform the day-to-day business of the District: contractor, vendor, service providers and professional service contracts and agreements must be negotiated and executed (written and unwritten).
2. The GM is authorized to negotiate and execute for the benefit of the District any and all contracts and agreements which meet the following criteria:
 - a. The aggregate amount of indebtedness or final obligation of the District in reference to any one such contract or agreement shall not exceed the amount of \$50,000.00, this criteria shall not apply to maintenance, repair, emergency work, and what would be considered typical routine District activities.
 - b. The contract or agreement shall be within the approved budget of the District.
3. For all Contracts and Agreements that are outside the listed criteria above, the General Manager shall present the contract or agreement for consideration by the Board. The Board will then provide direction to the General Manager by authorizing the execution of the proposed contract or agreement, or other actions as directed by the board.
4. On an annual basis, the General Manager shall present to the Board a breakdown of all District contracts and the associated District obligation.

Responsibility:

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.