

**CONTRACT  
ADMINISTRATION**

*Date Approved: 11/17/2004*

*Policy Number: 8705*

---

*Rescinds Policy Number: DJEG*

*Issued: 3/01/1982*

---

Except as otherwise provided by Board policy, all system-level contracts made on behalf of the Board of Education involving expenditures exceeding fifty thousand dollars (\$50,000) must receive prior approval from the Board. Unless otherwise prohibited by statute, state regulation, or other Board policy, the Superintendent or his/her designee is authorized to enter into contracts involving amounts up to fifty thousand dollars (\$50,000). The Superintendent must report all contracts between twenty-five thousand dollars (\$25,000) and fifty thousand dollars (\$50,000) to the Board quarterly. Contracts for unanticipated expenditures exceeding fifty thousand dollars (\$50,000) for direct or related services to exceptional children may be undertaken by the Superintendent conditioned on final approval by the Board at its next scheduled meeting. Where feasible, the Superintendent or his/her designee shall seek informal bids for contracts.

The Superintendent shall develop administrative procedures for implementation of this policy.

All system-level contracts must be pre-audited by the Finance Officer and reviewed by the Board's attorney before they are awarded.

This policy shall not apply to items that must be purchased under the requirements of the State Division of Purchase and Contract. In addition, all contracts involving construction or repair work or purchase of apparatus, supplies, materials or equipment must be undertaken in compliance with Chapter 143 of the North Carolina General Statutes and Board policies.

**School Principal Contracting Authority**

School principals may enter into contracts for:

- A. School pictures;
- B. Yearbooks and school newspapers (all other contracts for printing of reports, forms, etc., should be handled through the finance officer);
- C. Fund-raising activities undertaken in compliance with Board policies;
- D. Disc jockeys/bands and facilities for dances to be paid for with school funds;
- E. Athletic officials and other persons working at athletic events to be paid from athletic funds derived from gate receipts;
- F. Class rings;
- G. Caps and gowns; and
- H. Senior supplies (i.e., invitations, note cards, class keys, etc.).

School principals may enter into other contracts for goods or services in amounts up to \$500.00 without prior approval, provided there are sufficient funds in the local school account to cover the contract and the contract is executed during the current fiscal year. Principals shall submit semi-annual reports to the school system's finance officer of all school contracts.

Legal Reference: G.S. 115C-288, -518, -522; 143-129 to -133