

FORMAL CONTRACTS

1. The Board of Education is the sole agency authorized to execute formal contracts between the school district and any firm or person offering to provide materials, equipment, or services to the school district.
2. Formal contracts shall be approved by the Board of Education acting in public session at an official meeting of the Board.
3. The President of the Board or, in the absence of the President, the Vice-President shall be the only person authorized to sign a contract on behalf of the school district.
4. The District Clerk or, in the absence of the District Clerk, an Acting District Clerk appointed by the Board shall be the only person authorized to certify a contract or to affix the official seal of the district to the contract document.
5. No authorization is extended to staff members to execute formal contracts on behalf of the Board of Education or the school district. The responsibility for fulfillment of obligations arising from such unauthorized contracts shall be borne by the staff member involved.
6. All proposed formal contracts shall be forwarded to the Assistant Superintendent for Business or the Deputy Superintendent for review and approval. The Assistant Superintendent for Business or the Deputy Superintendent shall submit the proposed contract to the Superintendent of Schools at least seven working days prior to the Board meeting at which the contract will be presented to the Board for approval.

Great Neck Public Schools

Adopted: Undated

Amended: 5/7/01