



AP 323 – School Contracts

Purpose

The Secretary-Treasurer has the authority to enter into contracts to conduct the business of the Board of Education.

School principals or their designate shall have the right to enter into verbal understandings with individuals or agencies concerning routine functions in their schools such as student photographs, field trips, performances by outside groups or attendance by Elders or Knowledge Keepers (e.g., Student or class photographs).

Where a written contract is required, the principals or ~~their~~ designate shall consult the ~~Director of Purchasing or the~~ Secretary-Treasurer, who shall advise whether to execute the contract. ~~sign or not to sign (e.g., Rentals or leases, service contracts).~~

The acquisition of in-district services shall be done through work order requests and/or transportation requests with the approval of the Facilities Department. ~~goods and services, not covered in the foregoing paragraphs, shall be done through the use of purchase orders, job requests and/or transportation forms and with the approval of the Purchasing or Property Department.~~ The acquisition of all other goods or services must comply with Administrative Procedure 513 – Purchasing.

In the spirit of Syeyutsus, funds may be advanced for payment to individuals for their attendance at Syeyutsus events with the provision that documentation of such payments is submitted immediately following the event.