

How a Contract for Requests Under \$5,000 is Approved

- Once originator has finalized the contract with vendor, originator emails draft contract to Law Department: Asouthgate@providenceri.com for review and approval. Law Department will finalize changes and sign off, providing (3) duplicate originals to originator.
- Originator signs contract on Transmittal form (first page) in location where it states “Originator’s Signature” and then obtains vendor’s signature on contract originals.
- Originator submits contract transmittal form and complete contract signed by the vendor to the Purchasing Administrator. A requisition must be submitted and the number included on the form.

NOTE: School Board approval is not required.

- Purchasing Administrator checks format and routes to Budget Office. Upon Budget Office approval, package is sent to the Chief Academic Officer.

NOTE: If not approved for funding, contract and requisition will be returned to the originator prior to Chief Academic Officer’s review.

- Chief Academic Officer approves and signs contract transmittal form. The contract packet is then forwarded to the Chief Financial Officer.
NOTE: If not approved, requisition and contract packet will be returned to the originator. The Chief Academic Officer’s office will notify the Budget Officer and Purchasing Administrator of any contracts not approved.

- Purchasing Administrator will issue a purchase order.

- **NOTE: ALL SERVICES PROVIDED BY OUTSIDE AGENCIES OR VENDORS, NO MATTER WHAT THE DOLLAR VALUE, REQUIRE A CONTRACT.**

How a Contract for Sole-source Requests Over \$5,000 is Approved

- Same process as above, but:
 1. Originator submits to School Board for approval.
 2. After contract has been reviewed and signed by Senior Staff, Purchasing Administrator sends to Board of Contract for approval.
 3. Purchase Order is issued after both School Board and Board of Contract approvals have been achieved and all Senior Staff members have signed the contract.