

**EXECUTION OF CONTRACTS**

As trustees and overseers of the financial affairs of the district, the Board of Education shall be responsible for authorizing the execution of all written contracts and leases. To that end, the Board, by resolution, shall authorize the execution of contracts and leases by the Board President and in his/her absence the Board Vice-President. The Superintendent of Schools and his/her designee shall present information to the Board for discussion and enable the Board to make an informed decision regarding contracts to be executed.

The Superintendent shall execute contracts and leases only when required by law or when there are emergency circumstances, whereupon the document will be presented to the Board for ratification at its next regular or special meeting, along with a written explanation of the exigent circumstances that necessitated the Superintendent's execution of the contract or lease. Any contract or lease executed by the Superintendent shall not become binding or otherwise enforceable against the district until it is ratified by a quorum of the members of the Board. Any contract or lease executed by the Superintendent shall state that it shall not become binding or otherwise enforceable against the district until it is ratified by a quorum of the members of the Board.

Notwithstanding the contract formation requirements set forth above, supplies, equipment and materials may be purchased without a written contract, through a purchase order where allocations for the same have been set forth within the district's annual budget.