
Board Policy DGA Guidelines

Effective: 08/2016

The LSR-7 Board of Education approved policy revisions to [DGA-Authorized Signatures](#) in August of the 2016-17 school year. The revised policy requires all contracts be approved by the BOE in accordance with state law. There are specific guidelines based on the contract value. If you have a good or service with terms and conditions, that is requiring a signature to bind the District in any way, that is considered a contract and MUST follow the steps below.

NOTE: PLEASE ALLOW THREE TO SIX WEEKS FOR THE ENTIRE REVIEW AND APPROVAL PROCESS

\$5000 or less in value:

1. Email contract to Christa Battaglia in Purchasing Services -- christa.battaglia@lsr7.net
2. Email subject line should state:
 - a. “Contract Review -- School Name w/ Contact or Project Manager - Vendor Name”
For example, “Contract Review - WLE Library Media/Jane Doe - PebbleGo”
3. Once reviewed and approved by Purchasing, the contract will be signed by the Director of Purchasing and will then be forwarded to the person who originally emailed it to Purchasing.
4. Purchasing is responsible to include the contract on the next Board agenda for ratification by the BOE.

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5. Purchasing will send email confirmation to Project Manager once contract has been approved. Then you may send your invoice to Business Services for payment.

\$5001 to \$14,999 in value:

1. Email contract to Christa Battaglia in Purchasing Services -- christa.battaglia@lsr7.net
2. Email subject line should state:
 - a. **“Contract Review -- School Name w/ Contact or Project Manager - Vendor Name”**
For example, “Contract Review - WLE Library Media/Jane Doe - PebbleGo”
3. Complete the Board Agenda Item Submittal Sheet which includes background information for the contracts and send it to your SLT member and Chris Eisenmenger to add to the next BOE agenda - see example form and official template below:
 - a. [Official Template - BOE Submittal form](#)
 - b. [Example - BOE Submittal form](#)
4. Purchasing is responsible to forward the contract to Chris Eisenmenger, once it has been reviewed for the proper language. Your SLT member is responsible for presenting and answering any questions at the BOE meeting.
5. Once approved, the contract will be signed by the Director of Purchasing and provided to the vendor for signatures. Once all signatures have been collected, Purchasing will forward a copy to you and your SLT member for your records.

\$15,000 or more in value:

1. A formal bid process will need to take place. Contact Christa Battaglia in Purchasing for assistance with this process.
2. Once bid process is complete, you will need to fill out a Board Submittal Form and forward it to your SLT member and Chris Eisenmenger to be added to the list for Board approval.
3. Your SLT member will be responsible for presenting it and answering any questions posed by staff and the BOE.
4. Once the BOE has approved the contract, Purchasing will send it to the vendor for signatures.

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5. After signatures have been collected, a copy will be forwarded to you and your SLT member for your records.

Emergency/Contracts with Immediate Attention:

- Contract must be sent to Dr. Blevins in order to declare it an emergency. Please see definition in [DGA](#) of what constitutes an emergency.

An emergency situation is defined as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program, or endanger the life or health of students, staff or community or violate federal, state, local law or Board policy. Contracts authorized in emergency situations shall be subject to review and ratification by the whole Board at the next regularly scheduled meeting.

Additional information:

- Link to [Requirements for Purchasing Polices and Procedures](#)

Additional Documents:

- Business Services Payment Request form link - [Invoice Payment Request form](#)

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