

Huntingdon Special School District Authority for Entering into Contracts Effective July 2007 Updated June 2016

Central Office

The purchasing agent, or director of schools has the authority to enter into contracts for Huntingdon Special School District provided policies/procedures have been followed throughout the procurement process.

Individual Schools

The purchasing agent, or principal has the authority to enter into contracts for individual schools of the Huntingdon Special School District provided policies/procedures have been followed throughout the procurement process.

Federal Programs

Federal project directors, with the approval of the director of schools have the authority to enter into contracts with potential vendors. After contracts are signed (by the director of schools) the federal project directors oversee that the contractor(s) perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The director of schools will provide input into this process. The federal project directors will also seek assistance from those employees, who are outside the realm of the specific project, to inventory and/all items ordered through the contract. The federal project director may also seek outside assistance from someone who has more working knowledge of the particular project.