

Date: April 10, 2020  
To: Board of Education  
From: Marina Cresswell, Senior Director, Office of School Modernization  
Subject: Advanced Authorization for Roosevelt High School Window Restoration Project

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The Purchasing and Contracting Delegation of Authority Administrative Directive #50.105AD provides:

- All District Contracts exceeding \$150,000 shall be presented to the Board of Education on their consent agenda for approval.
- The District may seek advanced authorization from the Board of Education for any contract upon the approval of the Director of Purchasing and Contracting. The cost of the contract shall be a total to exceed a amount. Once the Board has approved it, no further authorization for the contract is required, providing the contract value remains at or below the total to exceed a amount.

When the Board provides advance authorization for a contract, it means that the contract can be signed by the Purchasing and Contracting Director as soon as it is fully negotiated and vetted by the Purchasing and Contracting department without waiting for a subsequent Board meeting. Upon receipt of the fully negotiated contract, Purchasing and Contracting staff will meet

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