

AP 323 – School Contracts

Purpose

The Secretary-Treasurer has the authority to enter into contracts to conduct the business of the Board of Education.

School principals or their designate shall have the right to enter into verbal understandings with individuals or agencies concerning routine functions in their schools such as student photographs, field trips, performances by outside groups or attendance by Elders or Knowledge Keepers.

Where a written contract is required, the principal or designate shall consult the Secretary-Treasurer, who shall advise whether to execute the contract.

The acquisition of in-district services shall be done through work order requests and/or transportation requests with the approval of the Facilities Department. The acquisition of all other goods or services must comply with Administrative Procedure 513 – Purchasing.

In the spirit of Syeyutsus, funds may be advanced for payment to individuals for their attendance at Syeyutsus events with the provision that documentation of such payments is submitted immediately following the event.

Approved: May 27, 1987
Updated: December 2021