

Contract Frequently Asked Questions

Who can sign contracts on behalf of the District?

By CH (Local) policy, the District Superintendent holds delegated contract signature authority on all Contracts and the ability to delegate this authority. The District Chief Financial Officer has in turn been delegated contract signature authority by the District Superintendent.

Who can sign contracts on behalf of the campus/department?

The Authorized Signature of contracts for campuses/departments will be the Campus Principal and/or Department Budget Manager only on Pearland ISD internal contracts – all other contracts must be routed through the Purchasing Office.

What is the procedure to have a contact signed?

1. The campus or department is to complete the PISD Contracts and Agreements Transmittal Form and Cover Page prior to sending any contract or agreement to the Purchasing Office.

To complete the transmittal form, the campus or department is to complete Sections A, B, and C. In Section C, the Authorized Signature will be the Campus Principal / Department Budget Manager. The Contact Person will be the person handling and processing the contract.

2. The campus or department initiating the contract shall send the original contract and a fully completed contract transmittal form to the Purchasing Office.

A copy of the contract should also be maintained by the originating campus or department.

3. Upon receipt, the Purchasing Office will verify the information provided on the transmittal form and cover page is complete and accurate. **NOTE:** Any contract that does not follow the requirements in Item 2 above will be returned to the originating campus or department for completion.

4. Upon determination that the contract is valid and complete, the Purchasing Office will acquire the appropriate signature(s) per District policy (if applicable), and issue a Contract Reference Number based on the following:

3-digit Organizational Number (of originating campus or office) + **Type of Contract Initials** + **8-digit Contract start date** (yyyy/mm/dd, e.g. 20180611) + **Sequential alpha letter** (Example Reference Number: 742-IA-20180611-A)

5. The Purchasing Office will review all terms and conditions for each proposed contract or agreement
- The District will not agree to or sign any contract that does not meet the best interests of the District.
6. The signed contract will be returned to the end user to forward to the vendor/entity by either district email or campus inter-office mail.

When do I need a Vendor Packet?

A vendor packet is needed for all non-contracted vendors including those for Campus and Student Activity Funds.