

**Authority to Sign  
Contracts**

The Superintendent and CFO designate that the following District designees shall be authorized to sign contracts listed in the Contract Execution Authorization Table. Such authority extends only to the types of contracts and the dollar amounts specified in the Contract Execution Authorization Table.

The Board will approve interlocal agreements. The Superintendent or designee is authorized to approve renewals of interlocal agreements.

**Definitions**

The following definitions will apply to CV(EXHIBIT):

“Agreement” means a contract duly executed and legally binding.

“Change Order” means a written agreement whereby a significant change in the character of the work is required or a time extension is needed in order to satisfactorily complete the project.

“Consulting Agreement” is synonymous with “Consulting Services,” which refers to services with an individual or business entity acting in an advisory capacity on professional matters.

“Contract” means an agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration.

“Contract” means a contract between a board and a business entity at the time it is voted on by the board or at the time it binds the board, whichever is earlier, and includes an amended, extended, or renewed contract. *1 TAC 46.3(a)*

“Memorandum of Understanding” (MOU) means a nonbinding written document that states the responsibilities of each party to an agreement, before the official contract is drafted.

**Legal Review**

With the exception of pre-approved form agreements, all agreements, contracts, and change orders will be reviewed and approved by the Office of Legal Services before final signature and execution. District pre-approved form agreements that are identified in the Contract Authorization Table may be used without approval from the Office of Legal Services. The latest approved version of the District form agreement will be used.