

Business Procedures
Series 800

Policy Title: Approval of Contracts and Agreements Code No. 818

Policy Statement

The Heartland AEA Board has ultimate responsibility for contracts, grants and other binding agreements. The intent is to safeguard Agency resources and to avoid unintended consequences.

Scope of Policy

Signature authority is limited to the Board, chief administrator, chief financial officer or designee but responsibility is inclusive. The Board approves the following items prior to legal entry into such contracts.*

- Contracts or agreements for the purchase, lease-purchase, or other acquisition of real property
- Contracts for major renovations of real property
- Agreements for the purchase of goods and services in excess of \$20,000 when said purchase was not previously approved pursuant to Board Policy 809
- Negotiated employment agreements
- New agreements with the state of Iowa, or other governmental or educational organizations in excess of \$20,000. (An agreement shall be considered new when an agreement between the same parties, for the same purpose, and with similar language was not entered into in the prior year.)
- Any contract or agreement determined by the chief administrator to merit review by the Board prior to legal entry

*In the rare instance that a contract, or binding agreement meets the above criteria and will not meet the required deadline, the chief administrator may request a special meeting of the Board in accordance with the open meetings law.

The following need not be presented to the Board and may be signed by the chief administrator, chief financial officer, or designee who has knowledge of the content and purpose:

- Agreements for the purchase of goods and services when said purchase was previously approved pursuant to Board Policy 809.
- Employment contracts issued pursuant to Board approved salary and benefit changes
- Grants and agreements for federal and state entitlements.
- Any project, grant, contract, or binding agreement with the state of Iowa, or other governmental or educational organizations for \$20,000 or less.

- Renewals of existing agreements with the state of Iowa, or other governmental or educational organizations. (An agreement shall be considered a renewal when an agreement between the same parties, for the same purpose, and with similar language was entered into in the prior year.)
- Contracts deemed by the chief administrator or chief financial officer to be administrative or ministerial in nature, requiring limited exercise of discretion or judgment by the signer.

Accountability Overview

The chief administrator and chief financial officer maintain a listing of contracts which is available to be reviewed upon request.

Date of Adoption: 12/8/92

Reviewed: 9/8/98, 4/13/21

Amended: 8/05, 6/10/14, 3/14/17