

Area:	Fiscal Systems
Subject:	FS29 – Contract Execution Procedure
Reference:	SCOE BP 3312; 2 CFR Part 225, Appendix A(C)(1)(j); 2 CFR Part 225, Appendix B(32)(b)(8)
Policy:	To be valid or to constitute an enforceable obligation against the Stanislaus County Office of Education, all contracts must be approved and/or ratified by the Stanislaus County Superintendent of Schools or designee (Education Code 17604)

Procedure:

There are 3 basic types of contracts utilized by Child/Family Services, Delegate Contracts, California Department of Education – Local Agreement for Child Development Services, and general or other contracts for services, leases, or goods. The process of execution is different for each type.

For Delegate Contracts, reference Chart A –

1. Contract is initiated by CFS Data Department staff referencing appropriate allocation report – two originals required
2. Contract is coded in the contract approval box on signature page by CFS Accounting Technician II
3. Budget approval signature by CFS Data Director on signature page in the contract approval box
4. Department approval signature by Director III on signature page in the contract approval box
5. Division approval signature by Assistant Superintendent – Child/Family Services on signature page in the contract approval box
6. Returned to CFS Office Supervisor at H Street for logging and mailing to delegate agency
7. Signed by delegate agency and both originals returned to CFS
8. Logged in by CFS Office Supervisor at H Street
9. Rx# assigned
10. Both originals sent to Purchasing Accounting Technician II for review
11. Forwarded to Assistant Superintendent – Business Services for signature
12. Returned to Purchasing Accounting Technician II
13. Originals returned to CFS Office Supervisor at H Street
14. Logged in by Office Supervisor
15. One original sent to Accounts Payable Supervisor
16. Copy made for appropriate binder
17. Second original mailed to delegate agency
18. E-mail notification of the fully executed contract to the CFS Data Department
19. Final log notes made by Office Supervisor at H Street

For California Department of Education – Local Agreement for Child Development Services, reference Chart B –

1. Agreement is received by CFS – should always include two originals
2. CFS Fiscal Director reviews contract for appropriateness and forwards to Office Supervisor at H Street for processing
3. CFS Fiscal Director notifies Budget Manager of receipt of contract via e-mail
4. Agreement is logged in by CFS Office Supervisor
5. Office Supervisor at H Street completes the contractor box on the contract and federal certification form (if applicable)
6. Contract and Report Approval Form is completed
7. CFS Accounting Technician II completes the coding line on the Contract and Report Approval Form
8. Budget approval signature by CFS Fiscal Director on the Contract and Report Approval Form
9. Department approval signature by Budget Manager on the Contract and Report Approval Form
10. Division approval signature by Assistant Superintendent – Child/Family Services on the Contract and Report Approval Form
11. Returned to CFS Office Supervisor at H Street for logging
12. Forwarded to Purchasing Accounting Technician II for review
13. Signed by Assistant Superintendent – Business Services
14. Both originals are returned to CFS Office Supervisor at H Street
15. Logged in
16. Copies made for appropriate binder
17. Both originals returned to the state
18. Fully executed copy received back from the state
19. Logged in by CFS Office Supervisor at H Street
20. Original, fully executed contract placed in binder replacing copy
21. E-mail notification of the fully executed contract to the CFS Data Department
22. Final log notes by CFS Office Supervisor at H Street

For general contracts – reference Chart C

1. Contract is initiated by CFS staff
2. Contract is coded in the contract approval box on signature page or the Contract and Report Approval Form by CFS Accounting Technician II
3. Contract is reviewed by Director of Fiscal Services – Child/Family Services for allowability, allocability and reasonableness
4. Budget approval signature by CFS Fiscal Director on signature page in the contract approval box or on the Contract and Report Approval Form
5. Department approval signature by Budget Manager on signature page in the contract approval box or the Contract and Report Approval Form
6. Division approval signature by Assistant Superintendent – Child/Family Services on signature page in the contract approval box or the Contract and Report Approval Form - if less than \$5,000, may be signed by CFS Division Director III
7. Returned to CFS Office Supervisor at H Street for logging and mailing to vendor

8. Signed by vendor and returned to CFS
9. Logged in by CFS Office Supervisor at H Street
10. Rx# assigned
11. Original sent to Purchasing Accounting Technician II for review
12. Forwarded to Assistant Superintendent – Business Services for signature
13. Returned to Purchasing Accounting Technician II
14. Original (white and yellow copy if on NCR paper) forwarded to Purchasing to complete purchase order process
15. If available, “pink” is returned to CFS Office Supervisor at H Street
16. Logged in by Office Supervisor at H Street
17. Placed in appropriate binder
18. Final log notes made by Office Supervisor at H Street

Supervised by: CFS Fiscal Director

Performed by: SCOE staff

Forms needed: Contract and Report Approval Form

Frequency: As necessary

