



Office of the Superintendent

160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5444 • www.scsk12.org

MEMORANDUM

DATE: Monday, September 14, 2020

TO: All SCS Employees; Current and Potential Vendors

RE: Delegation of Superintendent’s Signature Authority Pursuant to SCBE Policy 2012

Policy 2012 of the Shelby County Board of Education (“Board”), “Contract Requirements, Approval and Signatory Authority,” states in relevant part that all written contracts less than or equal to ninety-nine thousand nine hundred ninety-nine dollars (\$99,999) shall be approved and signed **by the Superintendent and/or designee**, unless exemptions apply, and therefore authorizes the Superintendent to designate certain categories of employees to sign on the school district’s behalf certain contracts that do not require the Board’s approval*.

Effective September 14, 2020, the Superintendent hereby designates the following categories of employees to execute contracts and memoranda of understanding (MOUs) on behalf of the Board in the following amounts as follows:

Contract/MOU Amount Threshold	Designated Contract/MOU Signatories	Explanation
\$0 - \$3,000	Principal <i>and</i> Assistant Superintendent	Contracts for goods and services obtained at the school level and that fall within this amount threshold <i>must be signed by the principal and an Assistant Superintendent</i> for the contract to be valid and compliant with policy and this memorandum. Contracts for goods and services <i>not</i> obtained at the school level and fall within this amount threshold require signature from an Assistant Superintendent for the contract to be valid and compliant with policy and this memorandum.
\$3,001 - \$9,999	Director, Executive Director <i>or</i> Assistant Superintendent	All contracts for goods and services that fall within this amount threshold, <i>regardless of whether it originated at the school level</i> , require signature from a Director, Executive Director or an Assistant Superintendent for the contract to be valid and compliant with policy and this memorandum.
\$10,000 - \$50,000	Chief	Contracts for goods and services that fall within this amount threshold, <i>regardless of whether it originated at the school level</i> , require signature from a Chief for the contract to be valid and compliant with policy and this memorandum.
\$50,001 – \$99,999	Deputy Superintendent	Contracts for goods and services that fall within this amount threshold, <i>regardless of whether it originated at the school level</i> , require signature from a Deputy Superintendent for the contract to be valid and compliant with policy and this memorandum.

This memorandum replaces and supersedes any prior signature delegation memoranda. The Superintendent retains the sole authority to execute any contract or MOU with a value less than or equal to \$99,999. This memorandum is not intended to forego the requirement for legal review of contracts and other legal documents by the Office of the General Counsel prior to signature. All delegations are subject to periodic review and may be revoked or amended upon written notice or changes in personnel.


Dr. Joy M. Kay, Superintendent

*See SCS Policy 2012 for a list of contracts requiring Board approval.