



CONTRACTUAL RELATIONSHIPS

7.8. CONTRACTUAL RELATIONSHIPS

7.8.1. Approval of Contracts

The Executive Director shall have the authority to negotiate and approve contracts for all normal operating expenses that are within the limits of the approved budget. Extraordinary and/or emergency expenses that exceed authorized budget limits shall first be approved by the Commission.

7.8.2. Bids and Quotation Requirements

The Executive Director shall ensure that quality merchandise and services are provided as economically as possible. In awarding contracts, the Executive Director shall adhere to the intent of the following regulations:

- Expenditures of funds for equipment, materials and services up to \$5000 may be made without calling for quotation.
- Expenditures of funds for materials and services over \$5000 and within the limits of the budget require at least three bids.

7.8.3. Contractual and Honoraria Relationships with Regional Agents/Associates and Other Consultants

An agreement between the Commission and Regional Agents/Associates and other consultants shall be signed by both parties prior to engagement and performance of duties. The agreement shall specify the duties to be performed and the remuneration to be provided by the Commission.

Policy # 7.8.1.—7.8.3. ____

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