



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Contract Database, State Schools</i>		
Policy Number:	<i>SS-4005 Descriptor Code-DJEC</i>		
Release Date:	<i>7-07-03</i>	Last Revised:	<i>11-22-03</i>

### **Purpose**

To describe the process for initiating contracts for State Schools.

### **Applicability**

This policy applies to all contracts, regardless of type, that are initiated by the State Schools.

### **Policy**

All contracts, regardless of type, will be initiated and tracked using the on-line Contract Database.

### **General Provisions**

1. The Assistant Director for Administrative Services or his/her designee will initiate all contracts.
2. All contracts will be initiated and tracked using the on-line Contract Database.
3. Contracts shall be initiated in a timely manner.
4. When initiating a contract, the user shall always list the School Director, the Director of State Schools, and the Education Program Specialist for State Schools as supervisors on the GADOE Contract Management tab, tab number two of the on-line process.
5. The contract initiation process will adhere to all established procedures as outlined in the DOE Contract Manual as well as guidelines set forth in the Georgia Procurement Manual.
6. Once the contract has been initiated, the user shall e-mail the Education Program Specialist for State Schools informing him/her that the contract has been initiated. At a minimum, the e-mail notification shall include the following.

- a. Name of Vendor
- b. Amount of Contract
- c. Date Initiated

**Authority and/or  
Cross-Reference**

- DOE Contract Manual
- Georgia Procurement Manual