

CONTRACTS – RENTAL OF CONFERENCE SPACE

From time to time, it is necessary for the BOCES to rent conference space in hotels, motels or other facilities located within the program service area. The renting of conference space shall include the acquisition of meeting space, guest rooms, meal and refreshment service and equipment rentals.

Under these circumstances, the District Superintendent is authorized to sign conference contracts in an amount not to exceed \$2,000 per day, per occasion.

Upon approval of the District Superintendent, a copy of each such contract and completed purchase order will be submitted to the Business Office for the purpose of encumbering the appropriate amount. A copy of each such contract will be provided to the Board President at or before the next BOCES meeting.

Adoption date: September 21, 1987

Ratified: October 19, 1987

Amended: March 16, 1992

Amended: December 17, 2007