

POLICY

No. 3095

Page 1 of 1

RENTAL OF CONFERENCE SPACE - CONTRACTS

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 hereby 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 account. A copy of each such contract will be provided to the Board President at or before the next meeting.

Adopted: September 21, 1987
Ratified: October 19, 1987
Amended: March 16, 1992