

Project/Contract Cheat Sheet

	Within Signing Authority	Outside Signing Authority
Within Spending Limit	<p><i>Can be signed at parish</i></p> <p><u>Be sure to obtain for parish/school records:</u></p> <ul style="list-style-type: none"> • Quote or scope of work • Certificate of Insurance naming “Bishop of Charleston, a Corporation Sole DBA Catholic Diocese of Charleston fbo <location name>” • Endorsement pages from insurance policy • Appropriate diocesan agreement signed by vendor and pastor/principal 	<p><i>Must be signed by an Officer of the Corporation Sole (Bishop, VG, or CFO)</i></p> <p><u>Send to VG at vgrequests@charlestdiocese.org:</u></p> <ul style="list-style-type: none"> • Quote or scope of work • Certificate of insurance naming “Bishop of Charleston, a Corporation Sole DBA Catholic Diocese of Charleston fbo <location name>” • Endorsement pages from insurance policy • Letter signed by the pastor requesting an officer of the corporation to sign on behalf of the parish/school <p>Diocese will provide the appropriate agreement for signature by vendor and pastor/principal. It will be sent to diocese to be fully executed.</p>
Outside Spending Limit	<p><i>Spending must be approved by VG</i></p> <p><u>Send to VG at vgrequests@charlestdiocese.org:</u></p> <ul style="list-style-type: none"> • Letter signed by the pastor/principal requesting to spend outside of location spending limit • Finance council votum – must be specific as to maximum amount to be spent, purpose for expenditure <p><u>Be sure to obtain for parish/school records:</u></p> <ul style="list-style-type: none"> • Quote or scope of work • Certificate of Insurance naming “Bishop of Charleston, a Corporation Sole DBA Catholic Diocese of Charleston fbo <location name>” • Endorsement pages from insurance policy • Appropriate diocesan agreement signed by vendor and pastor/principal (Agreement cannot be signed until parish school receives letter from VG approving expenditure.) 	<p><i>Spending must be approved by VG and signed by an Officer of the Corporation Sole (Bishop, VG, or CFO)</i></p> <p><u>Send to VG at vgrequests@charlestdiocese.org:</u></p> <ul style="list-style-type: none"> • Letter signed by pastor requesting to spend outside of location spending limit and asking for Officer of Corporation to sign the agreement • Scope of work or quote • Certificate of Insurance naming “Bishop of Charleston, a Corporation Sole DBA Catholic Diocese of Charleston fbo <location name>” • Endorsement pages from insurance policy • Finance council votum – must be specific as to maximum amount to be spent and for what purpose <p>Diocese will provide the appropriate agreement for signature by vendor and pastor/principal. It will be sent to diocese to be fully executed.</p>

Contracts that Can be Signed Locally:

- Carnival Rides and Games
- Climbing Walls
- Entertainers
- Food Service
- Inflatable Bounce House
- Medical Services
- Portable Bathrooms
- Referee Services
- Facility Usage Agreement (Unaffiliated Organization)
- Security System Maintenance and Monitoring Services
- Speaker
- Tents
- Driving and Parking
- In-State Transportation Services
- Out of State Transportation Services
- Cleaning
- Copier Lease
- Copier or Printer Maintenance
- Cutting Down Small Trees Close to Building
- Fire Alarm Maintenance and Monitoring
- Flu or Vaccination Services
- HVAC Maintenance Agreements
- Lawn and Grounds Maintenance
- Laying of Floors, Tile, Carpet
- One-Time Janitorial Services
- Painting on Six Foot Ladder or Less
- Pest Control Services
- Plumbing Repairs Under \$2500
- Power Washing at Ground Level
- Unarmed Security Services
- Small, Interior Construction
- Steam Cleaning Furniture
- Telephone, Internet and Cable Service
- Window Treatment Installation