I. The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

II. No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board.

III. The Board shall approve in advance all contracts or purchase orders in the following dollar amounts including applicable sales tax, freight and other initial purchase costs:

A. Equipment, materials, supplies and services exceeding bid limit adjusted annually pursuant to Public Contract Code Section 20651;

B. Public Projects/Public Works (i.e.: construction, alterations, repairs or improvements of $15,000 or greater;

C. Board approval is required for only the first year of multi-year contracts.

IV. The Superintendent/President shall notice the Board, on a regular Board Meeting Agenda, of suppliers, vendors, contractors and other purchases or contracts when the annual aggregate of multiple expenses or contracts to one supplier, vendor, and contractor exceeds:

A. Equipment, materials, supplies and services which exceed current bid threshold;

B. Public Projects/Public Works greater than $15,000;

C. Multi-year/long term contracts over (3) three years which exceeds current bid threshold

V. The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

VI. Source/Reference

Education Code Sections 70902(d); 81655; 81656. See also BP 1105.