The Board of Trustees delegates to the superintendent/president the authority to enter into purchases and contracts on behalf of the district and to establish administrative procedures for all purchases, contract awards and their management, subject to the following:

A. Purchases

The superintendent/president is delegated the authority to purchase supplies, materials, equipment, and services as necessary to the efficient operation of the district. No such purchase shall exceed the amounts specified by California Public Contract Code §20651, as amended from time to time. The superintendent/president is responsible for developing and implementing the necessary purchasing procedures and controls.

A summary of all purchasing transactions shall be reviewed by the board every sixty (60) days.

The superintendent/president is specifically given the authority by the board to delegate his or her authority to approve and sign purchase orders, contracts and other purchasing documents and instruments as deemed necessary.

B. Contracts

1. Contracts are not enforceable obligations until they are ratified by the board.

2. Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the district that exceed the amounts specified in Public Contracts Code §20651 shall require prior approval by the board.

3. Contracts for fiscal audit and legal services shall require prior approval by the board except in the unusual situation that it is deemed in the best interest of the district by the superintendent/president to retain legal counsel on an emergency basis prior to a board meeting.

4. With the exception of contracts for fiscal audit and legal services, contracts that do not exceed the amounts specified in Public Contracts Code §20651 shall not require prior approval by the board but shall be presented to the board for ratification.
5. When bids are required according to Public Contracts Code §20651, the board shall award each such contract to the lowest responsive and responsible bidder who meets the specifications published by the district and who shall give such security as the board requires, or reject all bids.

If the best interests of the district will be served by a contract, lease, requisition or purchase order though any other public corporation or agency in accordance with Public Contracts Code §20652, the superintendent/president is authorized to proceed with a contract.

Authority to execute purchases and contracts on behalf of the district is delegated to the superintendent/president, Vice President, Business and Administrative Services, and the Director of Purchasing and Material Management.

See Administrative Procedure 6330.