

### **Authority and Responsibility For Purchases**

The authority to make purchases shall be vested in the President/Superintendent and no other officer or employee, except as designated below, may obligate the District for any expenditure of funds without prior approval.

The President/Superintendent has delegated authority to the Vice President of Administrative Services, to purchase supplies, materials, apparatus, equipment and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code (PCC) as amended from time to time, without going through the formal bid process, or the amounts specified in the California Public Contract Code, Section 22000, per the California Uniform Public Construction Cost Accounting Act; except for emergency work contracts as identified in the PCC .

The District Purchasing and Risk Management Division has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the PCC.

All purchase orders, contracts, leases, rentals, memorandums of understanding (MOUs), and service agreements require the signature of the Vice President, Administrative Services, or designee.

All purchase orders, contracts, agreements, and MOUs for goods or services in the amount of \$50,000.00 or above require a Board of Trustees' approval prior to the issuance of a purchase order. The President/Superintendent, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the District and if in his/her judgment, the purchase should not wait until the next regularly scheduled Board meeting. In such a case, the President/Superintendent shall immediately notify the Board of the action.

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order.

### **References:**

Education Code Section 81656;

Public Contract Code Sections 20650 and 20651

El Camino

Adopted:

1/21/2020