

## SOLANO COMMUNITY COLLEGE DISTRICT

### BUDGET – CONTRACTS

3225

**POLICY:** The Governing Board delegates to the Superintendent/President or his/her designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Governing Board.
- 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 Section 20651 shall require prior approval by the Governing Board.
- When bids are required according to the Public Contracts Code Section 20651, the Governing Board shall award each such contract to the lowest responsible bidder, unless excepted by law, who meets the specifications published by the District and who shall give such security as the Governing Board requires, or rejects all bids.

If the Superintendent/President or his/her designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President or his/her designee is authorized to proceed with a contract.

### REFERENCES/

**AUTHORITY:** Education Code Sections 81641, et seq;  
Public Contracts Code Section 20650, et seq.

JEH/jka

**ADOPTED:** October 18, 2006

**REVIEWED:** 2008 – No Updates

**SOLANO COMMUNITY COLLEGE DISTRICT  
BUSINESS SERVICES PROCEDURES**

**BUDGET – CONTRACTS**

# 3225

**PROCEDURES:**

Requests for services of non-employees for payment of less than \$10,000 in a one-year period per contractor are paid from the Professional Expert Authorization and do not require prior Governing Board approval. See Board Policy 3220.

A Service Contract must be used for services of non-employees exceeding \$10,000 per one-year period.

Special Services Contractors include but are not limited to: models, educational consultant, workshop presenters, sign language interpreters, accompanist, cognitive testing, guest speakers and timekeepers.

Compensation: The fee should be established to include travel and other expenses.

Payment Process for Service with Prior Governing Board Approval:

1. Complete the Professional Expert Authorization.
2. Submit the original and second copy to the Human Resources Director, retain third copy for pending certification file.
3. After date of service, complete certification and submit to the Fiscal Services Office.
4. If there are multiple dates of service and payment is desired after each, prepare sufficient additional copies and submit certification of service after each date.
5. A warrant may be requested for delivery to the contractor at the time of service if the requisition is submitted at least ten working days prior to the date of service.

District Budget Managers are authorized to proceed to call on outside services or to purchase or rent necessary materials for the following purposes, not to exceed the stated maximum total for materials and/or services for any one job, purchase or transaction:

<u>Maximum Amount</u>	<u>Transaction Type</u>	<u>Area</u>
\$5,000	Repair	Buildings and grounds.
\$3,000	Repair	Vehicles, computers, office, or other equipment.
\$3,000	Purchase/Rentals/ Pre-payments	Book purchases, drama rentals and royalties, equipment rentals, film rentals, memberships, newspaper advertisements, security services, subscriptions, supplies or other miscellaneous expenses (includes minor equipment costing \$1000 or less), and transportation.

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BUSINESS SERVICES PROCEDURES**

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**PROCEDURES: (CONTINUED)**

Payment of Invoices: The original invoice shall be verified for accuracy and signed and dated by the Budget Manager. Invoices should be forwarded to the Fiscal Services Office for entry into the system. Once the invoice is entered, the voucher number should be written in the upper right hand corner of the invoice and the vendor number should be written on the lower right hand corner and preceded with a “V.”

JEH/jka

**Governing Board Review:** October 18, 2006