

SOLANO COMMUNITY COLLEGE DISTRICT

PURCHASING – AUTHORITY TO PURCHASE

3220

POLICY: The Superintendent/President or his/her designee is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time. All such transactions shall be reviewed by the Governing Board within sixty (60) days.

**REFERENCES/
AUTHORITY:**

Education Code Section 81656
Public Contracts Code Section 20650

JEH/jka

BP 3220

ADOPTED: November 1, 1971
REVISED: January 21, 1987; October 18, 2006
REVIEWED: 2008 – No Updates

**SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES**

AUTHORITY TO PURCHASE

#3220

PROCEDURES: Governing Board Policy 3220 delegates authority to the Superintendent/President, or his or her designee, to enter into contracts on behalf of the District not to exceed the amount specified by Section 20651 of the California Public Contract Code.

The Superintendent/President has designated the following personnel, holding the following District positions, to sign contracts as specified:

Identified below are different types of contracts, the authorized signature for the contract and the location where each contract is held:

| <u>Signature</u> | <u>Types of Contracts</u> | <u>Where Filed</u> |
|--|---------------------------------------|------------------------------------|
| <u>Superintendent/President</u> | Surplus Real Property | Admin/Business Services |
| | Bargaining Unit | Human Resources |
| | Consortium Agreements | Admin/Business Services |
| <u>Director, Human Resources Vice President, Admin/Business Services</u> | Personnel Contracts | Human Resources |
| | Independent Contractors | Admin/Business Services |
| <u>VP, Admin/Business Services & Director, Facilities</u> | Student Teaching | Admin/Business Services |
| | Equipment Maintenance | Admin/Business Services |
| | Public Works | Admin/Business Services |
| | Food / Vending | Admin/Business Services |
| | Purchase Orders | Admin/Business Services |
| | Consultant Services | Admin/Business Services |
| | County Services | Admin/Business Services |
| | Lease Purchase | Admin/Business Services |
| | Special Apportionment/ Grant/Donor | Admin/Business Services |
| | Benefits / Insurance | Admin/Business Services |
| | Use of District Facilities | Admin/Business Services |
| <u>Vice President, Technology & Learning Resources</u> | Off-Campus Lease Agreements | Admin/Business Services |
| | Software Licensing Agreements | Technology & Learning Resources |

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Governing Board Review: October 18, 2006