



The following procedures are to be followed for administration of contracts:

1. DEFINITIONS

A written agreement between the District and one or more parties for the doing or not doing of something specified; i.e. work to be done or goods or services to be supplied.

Proposed Contract: To be approved by the Board prior to its effective date.

Executed Contract: To be ratified by the Board after its effective date.

2. PREPARATION

All contracts shall be reviewed or prepared by the Vice President, Business Services or his/her designee, and, where appropriate, subject to approval of the Legal Advisor to the District.

3. ADMINISTRATION

The Vice President, Business Services or his/her designee shall be responsible for maintaining signed original contracts for the District. All contracts will be numbered. Duplicate files may be maintained where needed in other areas.

4. BOARD PRESENTATION

Board presentations for contracts will be made by the Vice President or the supervising administrator proposing the contract.

5. SIGNING CONTRACTS

Contracts not specifically requiring the signature of the President or Clerk of the Board of Trustees will be signed by the Superintendent/President. In case of necessity and in the absence of the Superintendent/President, the Vice President, Business Services will sign.

6. EXECUTED CONTRACTS

Executed contracts will be signed by the Vice President, Business Services or the Director, Purchasing & Graphics Services. The Vice President, Business Services may delegate authorization to sign contracts for specific goods or services.

7. BOARD APPROVAL

The approval and ratification of all contracts is the responsibility of the Board of Trustees.

- A. Whenever practicable, contracts should be approved, in advance, by the Board of Trustees.
- B. Contracts exceeding the dollar limits of Public Contract Code Section 20651 shall be approved by the Board of Trustees.

- C. Contracts that generate income exceeding \$50,000 shall be approved by the Board of Trustees.
- D. Contracts less than the dollar limits prescribed in Public Contract Code Section 20651 may be ratified by the Board of Trustees.
- E. Changes or alterations of contracts shall, in accordance with Public Contract Code Section 20659, be submitted to the Board of Trustees for approval or ratification.

Unlawful Discrimination Policy

No person or business shall be unlawfully subjected to discrimination. No one shall be discriminated against, in whole or in part, on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or age, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.