



## Purchasing Contracts Board Approval Guidelines

To be valid or to constitute an enforceable obligation against the District, all contracts must be approved and/or ratified by the Board of Education. (Ed. Code § 17604).

Contracts over the bid limit, \$99,100 (*Public Contract Code (PCC) Section 20111*) are approved/ratified by the Board of Education through the "Purchasing Contracts" report. Contracts includes the following items and any related change orders:

- Purchase Orders over \$99,100.
- Service Agreements over \$99,100.
- Contracts over \$99,100.

All items equal to and under \$99,100 will be ratified by the Board of Education on the "Warrants and Payroll" report.

### Initiator

There are no special forms that sites/departments need to submit to place items on the report; all information is captured through the normal purchasing processes on the purchase requisition, service agreement or in lieu forms.

The forms are available on the District's Intranet under Forms and Docs on the [Purchasing Department webpage](#).

All service agreements and purchase requisitions over \$99,100 **require** the applicable "Cabinet Member Signature" and Board Approval.

Construction bids will be placed on the Board report when the bids are awarded, not when the paperwork is complete and submitted to Purchasing.

### Changes to Purchase Orders/Service Agreements

Changes are authorized by individuals with budget signing authority:

1. Construction & Public Works Change Orders
  - a. The Facilities Business Department manages and inputs the appropriate information into the Purchasing Contract Board report.
  - b. Individual change orders for items which have been 'bid' cannot exceed 10% of the original contract price.
2. Increases in Service Agreements
  - a. The originator sends the email to Purchasing.
  - b. All change orders associated with an original contract over \$99,100 requires the applicable Cabinet Member to be or cc'd in the email. The request will be placed on the Purchasing Contracts report.
  - c. All change orders which bring the original contract over \$99,100 requires the applicable Cabinet Member to be cc'd in the email. The request will be placed on the Purchasing Contracts report.
  - d. Individual change orders for items which have been 'bid' that exceed 10% of the original contract price require board approval.



3. Additions/Changes to Existing Purchase Orders
  - a. The originator sends the email to Purchasing.
  - b. All change orders associated with an original contract over \$99,100 requires the applicable Cabinet Member to be cc'd in the email. The request will be placed on the Purchasing Contracts report.
  - c. All change orders which bring the original contract over \$99,100 requires the applicable Cabinet Member to be cc'd in the email. The request will be placed on the Purchasing Contracts report.
  - d. Individual change orders for items which have been 'bid' that exceed 10% of the original contract price require board approval.



**Release of Purchasing Documents**

All items presented to the Board for approval, will be released after the purchasing department receives confirmation of the Board's approval. All other items will be released as they are processed.

**Documents**

All documents are located on the:

- Purchasing Department's intranet page under Forms and Docs: <https://intranet.sanjuan.Purchasing>