



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, \$114,500 (*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 \$114,500.
- Service Agreements over \$114,500.
- Contracts over \$114,500.

All items equal to and under \$114,500 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 - San Juan Unified Connect](#)

All service agreements and purchase requisitions over \$10,000 **require** the applicable "Cabinet Member Signature".

Changes to Purchase Orders/Service Agreements

Changes are authorized by individuals with budget signing authority:

1. Increases in Service Agreements
 - a. The originator sends the email to Purchasing, with the addendum to SA form
 - b. All change orders associated with an original contract over \$114,500 require the request be placed on the Purchasing Contracts report.
 - c. Individual change orders for items which have been 'bid' that exceed 10% of the original contract price require board approval.



2. Additions/Changes to Existing Purchase Orders

- a. The originator sends the email to Purchasing.
- b. The request will be placed on the Purchasing Contracts report.
- c. All change orders which bring the original contract over \$114,500 require that the request 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: [Purchasing - San Juan Unified Connect](#)