

Saratoga USD

Administrative Regulation

Expenditure And Purchases

AR 3300

Business and Noninstructional Operations

Delegation of Authority to Contract

Board Policy 3300 grants to the Superintendent or designee the authority to contract for the purchase of supplies, materials, equipment and services.

The Superintendent shall ensure that the following process is used:

1. Purchase orders or formal contracts shall be utilized in all purchases. The Superintendent or Chief Business Official shall review all purchase orders and formal contracts.
2. All purchases up to \$15,000 may be approved by the Superintendent or Chief Business Official, and must be presented to the Board for ratification at the next regular Board meeting.
3. Written proposals from two or more responsible vendors shall be obtained for contracts more than \$15,000 and less than the legal bid limit. The contracts shall be awarded to the lowest responsive bid, unless the Superintendent or Chief Business Official determines that it is in the best interests of the district to award the contract to another vendor.
4. All purchases in excess of \$15,000 up to the bid limit set by law, shall be approved by the Board prior to commencement of work or purchasing of supplies or equipment. An exception may be deemed necessary by the Superintendent or designee for health and safety reasons.

Splitting of purchases to avoid bid limit is illegal.

All contracts involving an expenditure exceeding the legal bid limit shall be let in accordance with Public Contract Code 20110, et seq. by the Board on a case-by-case basis.

The Chief Business Official shall prepare a separate monthly expenditure report to the Board. The report shall be included as a part of the consent agenda for Board ratification of the contracts.

Procedures shall be established to cause adequate records to be maintained to ensure an adequate audit trail.