

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: PROCUREMENT OF SUPPLIES, EQUIPMENT AND SERVICES	Number: 8.06a
Legal Authority: California Education Code Sections 70902, 72530, 72533 and California Government Code Sections 4529.10-4529.20, 53060	Page: 1 of 1

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management subject to the following:

- While approval authority of contracts may be delegated by the Board, payments on contracts may not be authorized until the contract is ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires or reject all bids.

If the Chancellor concludes that the best interest of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5 pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interest of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.

Approved by District Board of Trustees Date: 09/25/03	Authenticated By Chancellor: _____ Date: 09/25/03
	Revision Number: 1 Date: 12/19/13