


PURCHASING AUTHORITY GRID
AUTHORITY TO SIGN CONTRACTS FOR SERVICES, MATERIALS, APPARATUS, EQUIPMENT AND SERVICES

1	2	3	4	5	6	7	8	9
Resolution 2016-13-A-1	Resolution 2016-13-A-2	Resolution 2016-13-C	Resolution 2016-13-B	Resolution 2015-14D	Resolution 2015-14F	Resolution 2015-14G	Resolution 2015-14H	Resolution 2015-14I
<p>Contracts less than the bid threshold (including contracts greater than \$20,000)¹, <u>except Public Projects, Repairs and Maintenance</u> (Read down the chart)</p> <p style="text-align: center;"></p>	<p>Public Projects, Repairs and Maintenance Contracts less than \$175,000 (Public Contract Code 22000 et al.)</p>	<p>Contracts for \$5,000 or less, <u>except Public Projects, Repairs and Maintenance</u>²</p>	<p>Contracts for \$20,000 or less³, <u>except Public Projects, Repairs and Maintenance</u></p>	<p>Purchase of services related to International Student Enrollment, \$55,000 or less</p>	<p>Purchase of books and other retail merchandise⁴</p>	<p>Purchase of perishable commodities for cafeterias and food services, \$15,000 limit</p>	<p>Power to enter into contracts on behalf of Board of Trustees prior to Board Approval or Ratification</p>	<p>Authority to approve expenditure of funds of student organizations</p>
<p>Director, Purchasing Services; Senior Buyer – Special Projects; Vice Chancellor, Business Services.</p> <p><i>Any contract or agreement for professional services between \$20,000 and the bid threshold must be approved by the Board of Trustees prior to commencement of work unless it has been signed by any of the above.</i></p> <p><i>Purchase of supplies, materials, apparatus,</i></p> <p>(continued page 2)</p>	<p>Director, Purchasing Services; Senior Buyer – Special Projects; Vice Chancellor, Business Services.</p> <p><i>For contracts greater than \$175,000, the Purchasing Services Department must advertise for a formal sealed bids and the Board of Trustees must authorize award of a contract.</i></p>	<p>Assistant Controller, Dean, Director, Manager, Supervisor, Vice President, Division Dean, Assistant Director, Associate Director, Executive Director, Associate Vice President.</p>	<p>Vice Chancellor, Technology; Vice Chancellor, Human Resources & Equal Opportunity; President, De Anza College; President, Foothill College; Vice President, Finance & College Operations; Vice President, Finance & Administrative Services; Executive Director, FHDA Foundation; Executive Director, Facilities & Operations; Executive Director, Fiscal Services.</p>	<p>Dean, International Student Programs.</p>	<p>Vice President, Finance & College Operations; Vice President, Finance & Administrative Services; Director, Bookstore; Associate Vice President, College Operations.</p>	<p>Director, Campus Center; Associate Vice President, College Operations; Vice President, Student Services.</p>	<p><i>If the purchase is not within the scope of Education Code 81655, and if the purchase is not subject to statutory bid requirements, the Chancellor and the Vice Chancellor of Business Services are authorized to execute the contract prior to Board ratification. No contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and</i></p> <p>(continued page 2)</p>	<p>Foothill College: Vice President, Student Services; Dean, Student Affairs & Activities.</p> <p>De Anza College: Vice President, Student Services; Dean, EOPS & Community Programs; Director, Budget and Personnel.</p>

¹ The Purchasing Services Department must advertise for sealed bids if the total acquisition price will exceed the statutory bid threshold (currently \$175,000 for public projects, repairs and maintenance and \$88,300 for all other purchases and services). Reference Public Contract Code 20651.

² **Public Projects** include construction, reconstruction, erection, alteration, renovation, improvement, demolition, and **repair** work involving any publicly owned, leased, or operated facility and painting or repainting of any publicly owned, leased, or operated facility. **Maintenance** includes routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purpose; minor repainting; resurfacing of streets and highways at less than one inch, and landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

³ Exception: Per Board Administrative Procedure 3140, only the Purchasing Services Department is authorized to buy capital equipment with a total purchase price, including sales tax and delivery fees, of \$5,000 or more.

⁴ The delegated limit to purchase books and other educational material specified in the resolution shall not exceed \$250,000 per purchase. The delegated limit to purchase other retail merchandise for retail purposes only shall not exceed the statutory bid threshold.

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Contracts less than the bid threshold (including contracts greater than \$20,000) ¹ , <u>except Public Projects, Repairs and Maintenance</u>	Public Projects, Repairs and Maintenance Contracts less than \$175,000 (Public Contract Code 22000 et al.)	Contracts for \$5,000 or less, <u>except</u> Public Projects, Repairs and Maintenance ²	Contracts for \$20,000 or less ³ , <u>except</u> Public Projects, Repairs and Maintenance	Purchase of services related to International Student Enrollment, \$55,000 or less	Purchase of books and other retail merchandise ⁴	Purchase of perishable commodities for cafeterias and food services, \$15,000 limit	Power to enter into contracts on behalf of Board of Trustees prior to Board Approval or Ratification	Authority to approve expenditure of funds of student organizations
<i>equipment, and services above the statutory bid threshold must be approved by the Board of Trustees.</i>	<u>See page 1. No other officials are designated.</u>	<u>See page 1. No other officials are designated.</u>	<u>See page 1. No other officials are designated.</u>	<u>See page 1. No other officials are designated.</u>	<u>See page 1. No other officials are designated.</u>	<u>See page 1. No other officials are designated.</u>	<i>until the same have been approved or ratified by the Board within 60 days.</i>	<u>See page 1. No other officials are designated.</u>

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