



# **ADMINISTRATIVE** **PROCEDURE**

**6300(a)**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **BOARD APPROVAL OR RATIFICATION OF PURCHASE ORDERS, CONTRACTS, AND WARRANTS**

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The undernoted procedures shall apply for Board of Trustees' approval or ratification of purchase orders, contracts, and warrants.

### **PURCHASE ORDERS AND CONTRACTS FOR SERVICES, SUPPLIES, AND CONSTRUCTION**

- Board will approve or ratify in summary form all POs in the Consent Agenda.
- Copies of actual POs in excess of \$25,000 will be included in the Board package by way of the District website, about COD, Board of Trustees section\*.
- All POs will be available on the District website\*.
- Board will approve or ratify in summary form all contracts in the Consent Agenda.
- Copies of actual contracts in excess of \$25,000 will be included in the Board package by way of the District website\*.
- Details of all contracts will be available on the District website\*.
- Approval or ratification will occur in the Consent Agenda if the effective date of the PO or contract is within 60 days of the Board Meeting, taken to mean in either of the calendar months preceding the month of the Board Meeting. Effective date means the date upon which there is commitment to provide the supply or service or begin construction. This date may differ from the date(s) when the contract was executed by the parties.
- POs or contracts older than 60 days will be ratified in the Action Agenda upon satisfactory explanation of the delay.

- Amendments to already approved or ratified POs and change orders to already approved or ratified construction POs/contracts, where they amount to less than 10% more than the original value, will be approved or ratified by the board in the Consent Agenda.
- Change orders to already approved or ratified construction POs/contracts, where they amount to at least 10% more than the original value, will be approved or ratified by the board in the Action Agenda.
- Copies of all PO/contract amendments in excess of \$25,000 will be included in the board package by way of the District website\*.
- All amendments will be available on the District website\*.

## **WARRANTS FOR SERVICES, SUPPLIES, AND CONSTRUCTION**

- An aggregate of all warrants will be approved by the Board each month in Consent Agenda.
- Details of all warrants will be available on the District website\*.

## **CONTRACTS OF EMPLOYMENT**

- Group A including all Leadership; FT Faculty--Tenured; and FT and PT Classified Regular contracts will be approved by the Board in the Action Agenda.
- Copies of actual contracts related to Group A including all Leadership; FT Faculty—Tenured; and FT and PT Classified Regular contracts will be included in the Board package by way of the District website\*.
- Group B including all FT Faculty—Tenure Track; FT Faculty—Non-Tenure Track; FT Faculty—Temporary; FT Faculty—Stipends where the value of the contract exceeds \$25,000; FT and PT Classified Temporary/Substitute where the value of the contract exceeds \$25,000, Adjunct; and Contract non-affiliated where the contract exceeds \$25,000 will be approved by the Board in the Consent Agenda.
- Copies of actual Group B contracts will be included in the Board package by way of the District website\*.

- Group C including all FT Faculty—Stipends where the value of the contract is less than \$25,000; FT and PT Classified Temporary/Substitute where the value of the contract is less than \$25,000; and Student Workers will be approved in aggregated form by the Board in the Consent Agenda.
- Details of all contracts of employment will be available on the District website\*.
- Where the effective date of a Group B or Group C contract is longer than 60 days from the date of the Board meeting, the contract will be treated as Group A and an explanation will be provided as to the delay.

## **WARRANTS – PAYROLL**

- An aggregate of all warrants will be approved by the Board each month in Consent Agenda.
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**Reference: Education Code Section 70902, 81655, 81656, and 84040; California Code Regulation Title 5 Section 58311; Cross Reference: Board Policy 6300 and Administrative Procedures 6300**

Cabinet Approved: August 9, 2011

Administrator: VP Business Affairs

Board of Trustees Information: August 19, 2011

College Planning Council Approved: September 16, 2011

Cabinet Approval: January 24, 2012

College Planning Council Approval: February 10, 2012

Board Information: February 16, 2012

Next Review: February 2017