

# MANUAL OF POLICY

**Title:** Contracts 5226  
**Legal Authority:** Approval of the Board of Trustees Page 1 of 1  
**Date Approved by Board:** As Amended by Board Minute Order dated November 23, 2021

## I. Purpose

This policy defines and establishes the execution and management of contracts.

## II. Policy

This policy shall apply to all contracts to which the College is a party, other than purchasing activities which are governed by a separate policy.

The authority to contract on behalf of the College is vested with the Board of Trustees. The size and complexity of the College is such that individual review by the Board of every contract is neither feasible nor in the best interest of the College.

Therefore, delegation of contracting authority is appropriate within the following guidelines:

Contracts less than \$50,000 for personal property and contracts less than \$50,000 for construction, maintenance, repair, or renovation of any building: The President may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed the above limits in cash or in-kind equivalent.

Change Order - Construction. The President may approve a capital improvement change order involving expenditures less than \$10,000, and the President and Board Chair may jointly approve a construction change order involving an expenditure at or above \$10,000 when, in the opinion of the President, the deferral of the change order until the next regular Board meeting would cause a significant delay in the progress of the construction project.

Unless Board action specifically provides otherwise, all contracts approved by the Board shall be executed on behalf of the College by either the President or a designee.

The Vice President of Finance and Administrative Services is designated as custodian of all contracts (except employment) of the District.

The Director of Human Resources is designated as the custodian of employment contracts.

## III. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	November 23, 2021