



ARTICLE 6200: BUSINESS OPERATIONS

BP 6250 Contracts for Services and Materials

To the full extent authorized by law, the Board shall from time to time (but not less than every four years) by written resolution or resolutions delegate to one or more administrators or managers of the District the authority to purchase supplies, materials, apparatus, equipment and services, subject to any restrictions and requirements of Education Code Sections 81656 and 88003.1 and Public Contract Code Sections 20650-20660.

Such purchases shall be at the lowest reasonable available competitive price consistent with the highest quality and highest level of service desired and written District specifications, and in the best interest of the District.

Such purchases shall be subject to the following limitations:

- a. No officer or employees are authorized to make any purchase involving expenditure by the District in excess of the amount specified by section 20651 of the Public Contract Code. The amount set forth in subdivision (a) of section 20651 of the Public Contract Code shall be the amount as is annually adjusted by the Board of Governors of the California Community Colleges.
- b. The delegation shall prescribe the limits of the delegation as to time, money and subject matter.
- c. All transactions entered into by the officer or employee shall be in writing, and shall be reviewed by the Board within ninety days, or as otherwise provided by law.
- d. In the event of malfeasance in office, the District officer or employee who entered into the contract shall be personally liable for any and all monies that the District paid out as a result of his or her malfeasance.

Reference: Education Code Section 81656 & 88003.1; Public Contract Code Sections 20650-20660
Revised: 6/2/2009



ARTICLE 6200: BUSINESS OPERATIONS

BP 6255 Delegation to Enter Into and Amend Contracts

The Superintendent/President is authorized by the Board of Trustees to:

- a. Contract for goods, services, equipment and rental of facilities, and accept grants as authorized by statutes for amounts of \$50,000 or less.
- b. Amend any contractual arrangement provided that changing the rate, period of time for the contract, and/or any other contractual term or condition does not result in a total expenditure of funds that would exceed \$50,000.
- c. Agree to binding arbitration if the Superintendent/President determines that it is an appropriate business decision to do so.
- d. All actions will be subject to Board approval and will be presented to the Board in summary format on a monthly basis for ratification.

Signatures on contracts are limited to those designated by the Superintendent/President and included on the annual Authorized Signature Resolution on file in the Los Angeles County Office of Education. The Board of Trustees will periodically review this policy.

Reference: Education Code Sections 81655, 81656
Public Contract Code Section 20651

Approved: 9/7/08

BP 6260 Business Diversity

The Santa Monica Community College District is committed to increasing the participation of minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) in the procurement activities of the college.

BP 6265 Food Services

The District will provide adequate food services facilities to faculty, staff and students by authorizing the administration to contract with independent vendors to provide such services.

BP 6270 Bookstore

The District owns and operates the college bookstore and maintains provisions for the following in accordance with administrative regulations:

- Sales
- Refunds
- Returns
- Book Buy Back
- Acceptance of checks and credit cards as legal tender
- Lost and stolen books

Reviewed and Adopted: 8/7/2000