

## **Purchasing Policy**

---

**3140**

To the full extent authorized by law the Board shall from time to time (but not less than each four years) by written resolution or resolutions delegate to one or more officers or employees of the District the authority to purchase supplies, materials, apparatus, equipment and services, subject to any restrictions and requirements of Education Code section 81656.

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. Provided, however:

- a. No officer or employees authorized to make any purchase involving an expenditure by the District in excess of the amount specified by section 20651 of the Public Contract Code.
- 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 sixty 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.

*See Administrative Procedures 3140*

Education Code Section 81656

Approved 8/16/99