




**PURCHASING AUTHORITY GRID**  
**AUTHORITY TO SIGN CONTRACTS FOR SERVICES, MATERIALS, OR SUPPLIES<sup>1</sup> (Revised 9/26/08)**

1	2	3	4	5	6	7	8	9
<b>Contracts for \$5,000 or less (Board Resolution #2007-29C)</b>  <b>(Read down the chart)</b>  	<b>Public Project Contracts<sup>4</sup> for \$14,999 or less (Board Resolutions #2007-29A &amp; #2007-29B)</b>	<b>Non-Public Project Contracts for \$20,000<sup>5</sup> or less (Board Resolutions #2007-29A &amp; #2007-29B)</b>	<b>Public Project Contracts<sup>4</sup> greater than \$14,999 (Public Contract Code 20651)</b>	<b>Non-Public Project Contracts greater than \$20,000<sup>6</sup> (Board Resolution #2007-29A and Public Contract Code 20651)</b>	<b>Power to enter into contracts on behalf of Board of Trustees prior to Board Approval or Ratification (Board Resolution #2007-29G)</b>	<b>Purchase of books and educational materials for library services or bookstore, no dollar limit (Board Resolution #2007-29E)</b>	<b>Purchase of perishable commodities for cafeterias and food services, no dollar limit (Board Resolution #2007-29F)</b>	<b>Authority to approve expenditure of funds of student organizations (Board Resolution #2007-29H)</b>
Purchasing Services Director & Senior Buyers; Vice Chancellor of Business Services.	Vice Chancellor, ETS; Vice Chancellor, HR; Vice President, Finance & College Services; Vice President, Educational Resources & Instruction; Executive Director, Foundation; Executive Director, Facilities & Construction; Executive Director, Flint Center.	Vice Chancellor, ETS; Vice Chancellor, HR; Vice President, Finance & College Services; Vice President, Educational Resources & Instruction; Executive Director, Foundation; Executive Director, Facilities & Construction; Executive Director, Flint Center.	<u>No other officials are designated</u>	The Purchasing Services Director & Senior Buyers, and Vice Chancellor of Business Services may authorize purchases between \$20,000 and the statutory bid threshold, currently \$72,400*, without board ratification, EXCEPT independent contracts for professional services. Only the Board of Trustees can authorize purchases that exceed the bid threshold.	<u>No other officials are designated</u>	<u>No other officials are designated</u>	<u>No other officials are designated</u>	Vice President, Student Services and Institutional Research (De Anza College); Dean, EOPS/CARE and Student Development (De Anza College); Director, Budget and Personnel (De Anza College).

<sup>4</sup> Public projects include construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting, major repainting, cabling, and repair work involving any publicly owned, leased, or operated facility. "Public Project" does not include routine, recurring, and usual maintenance work necessary to preserve a facility for its intended purposes such as minor repainting, lawn mowing, and servicing irrigation systems (reference: Public Contract Code section 22002).

<sup>5</sup> 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 \$5000 or more.

<sup>6</sup> Purchasing Services Department must advertise for sealed bids if total acquisition price will exceed statutory bid threshold (currently, \$14,999 for public projects and \$72,400\* for other purchases).