



Contract/Agreement for Services: Route from You to the Board of Trustees

Business Services

July 2013



Contract/Agreements for Services: How much MONEY?



- There are three amount categories that you need to be aware of that so you can route the contract in the correct direction:
 - Contacts/Agreements for Services less than \$20,000
 - Contacts/Agreements for Services \$20,000 - \$83,399
 - Contacts/Agreements for Services \$84,000 or more
- Review the Contracts/Agreements for Services Flow Chart:
<http://fhdafiles.fhda.edu/downloads/busfhda/13.pdf>
- Contact Business Services at 650-949-6202 if you have any questions



Contract/Agreements for Services in the amount of \$20,000 or less



- Contacts/Agreements in the amount of less than \$20,000 can be completed by the college campus and **does not** need to go to the board unless requested
 - Common exceptions:
 - Internship and apprenticeship agreements, MOUs, and other non-monetary agreements between FHDA and outside organizations
 - If you have any questions, contact Business Services at 650-949-6202
 - If you do need to send your contract to the board, please follow the steps listed on the next slide
- See [Purchasing Authority Grid](#) to verify signature authority
- See [Purchasing & Payment Grid](#) for payment options



Contract/Agreements for Services in the amount of \$20,000 - \$83,399



- Contracts/Agreements in the amount of \$20,000 - \$83,399 are considered within the VC of Business Services signing authority; thus the VC will sign these documents and then the Board of Trustees (BOT) will RATIFY them at the monthly BOT meeting
 - Contracts must be submitted with a completed Routing Sheet to Business Services prior to the Board of Trustees agenda deadline
 - Send to Business Services, Attn: Executive Assistant
 - The contract is reviewed and signed by the VC of Business Services and the Executive Assistant will place each contract on the Ratification of Contracts and Agreements item found on the BOT's Consent Calendar
 - Once the contract is ratified, the original contract is sent back to the Originator
 - The Originator is responsible for keeping the contract on file!
 - A copy of the contract is also kept on file in Business Services



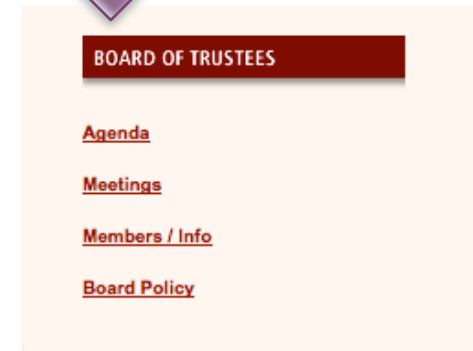
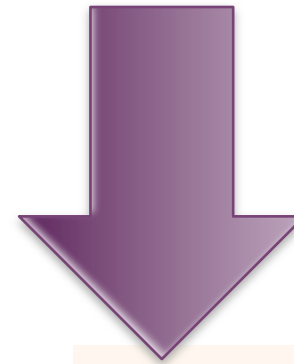
Contract/Agreements for Services in the amount of \$84,000 +

- Contacts/Agreements in the amount of \$84,000 or more are above the signing authority of the VC of Business Services; thus the VC **cannot** sign these documents until the Board of Trustees (BOT) gives authority to do so; thus the VC will sign the document AFTER each board meeting.
- Contracts must be submitted with a completed Routing Sheet to Business Services prior to the Board of Trustees agenda deadline
 - Send to Business Services, Attn: Executive Assistant
 - The contract is reviewed by the VC of Business Services and the Executive Assistant will keep on file until after the board meeting
- Then send a copy of the contract and a board submittal sheet to your President's Office
 - These materials will then be placed on BOT Agenda via board docs as a separate item (Contact your President's Office)
- Once the contract is approved and signed by the VC, the original contract will be sent back to the Originator
 - The Originator is responsible for keeping the contract on file!
- A copy of the contract is also kept on file in Business Services



HOW TO CHECK IF YOUR CONTRACT WHEN TO THE BOARD

- Note: Agendas and items are made public and posted by the Chancellor's Office 72-hours prior to the Board of Trustees Meetings
 - Prior to this, contact your President's Office or Business Services
- Visit www.fhda.edu
- On the right pane of the home page, under BOARD OF TRUSTEES, click Agenda –OR- for a direct link, visit:
http://www.fhda.edu/about_us/board/agenda



+ Via District Website

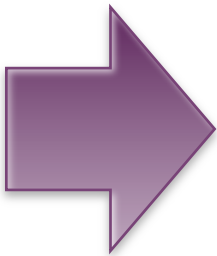
- All agenda and items are posted on Board Docs; Click on the link: <http://www.boarddocs.com/ca/fhda/Board.nsf/Public>

Board Meeting Agenda

Next Meeting: August 26, 2013

The agenda for the August 5, 2013, regular meeting of the Board of Trustees is available at the following link:

<https://www.boarddocs.com/ca/fhda/Board.nsf/Public> (For BoardDocs technical assistance, please contact BoardDocs support at 800-407-0141, option 1 or support@boarddocs.com)





Via Board Docs

- Now that you are on the Board Docs website, click on the Board Agenda that you are interested in
- Note: These agendas are organized by date. If you do NOT see the agenda that you are looking for in the Featured column, look under the menus per year

Active Meetings

Search

▼ Featured

- ★ **Aug 5, 2013 (Mon)**
Regular Meeting of the Board of Trustees Agenda
- ★ **Aug 5, 2013 (Mon)**
Foothill-De Anza Community College District Financing Corporation Board of Directors Meeting Agenda
- ★ **Jan 1, 2013 (Tue)**
2013 Board of Trustees Meeting Calendar

► 2013

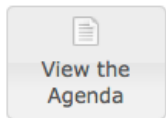
► 2012

► 2011

Click on the year menu to see older agendas

+ Via Board Docs

- Once you have chosen the agenda, you can then view its contents by clicking on 'View Agenda'






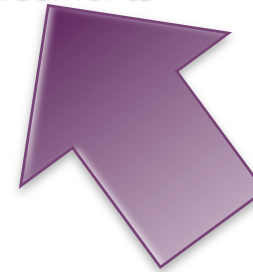
- One the left pane of the screen, scroll down until you see 'Approval of Consent Calendar (ACTION)'

APPROVAL OF CONSENT CALENDAR
(ACTION)

- Then find and click on 'Ratification of Contracts and Agreements and download the attachment

APPROVAL OF CONSENT CALENDAR (ACTION)

1. Board Policy 6030 Credit by Examination - Revised (2nd Reading) 
2. Board Policy 2305 (formerly 9115) Annual Organizational Meeting - Revised (2nd Reading) 
3. Ratification of Contracts and Agreements 



Ratification of Contracts and Agreements may not always be #3. Please scroll until you find it.