

**PURCHASING AUTHORITY GRID**  
**AUTHORITY TO SIGN CONTRACTS FOR SERVICES, MATERIALS, APPARATUS, EQUIPMENT AND SERVICES<sup>1</sup>** (Revised 12/18/2012)

1	2	3	4	5	6	7	8	9
<b>Contracts for \$5,000 or less (Board Resolution #2012-50C)</b>  <b>(Read down the chart)</b> <b>↓</b>	<b>Public Project Contracts for \$14,999<sup>1</sup> or less (Board Resolutions #2012-50A &amp; #2012-50B)</b>	<b>Non-Public Project Contracts for \$20,000<sup>2</sup> or less (Board Resolutions #2012-50A &amp; #2012-50B)</b>	<b>Public Project Contracts greater than \$14,999<sup>1</sup> (Public Contract Code 20651)</b>	<b>Non-Public Project Contracts greater than \$20,000<sup>3</sup> (Board Resolution #2012-50A 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 #2012-50G)</b>	<b>Purchase of books and other retail merchandise.<sup>4</sup> (Board Resolution #2012-50E)</b>	<b>Purchase of perishable commodities for cafeterias and food services, no dollar limit (Board Resolution #2012-50F)</b>	<b>Authority to approve expenditure of funds of student organizations (Board Resolution #2012-50H)</b>
Dean, Director, Manager, Supervisor, Vice President, Controller, Division Dean, Assistant Director, Associate Director, Clinic Director, Co-Director, Executive Director, Associate Vice President;	Purchasing Services Director & Senior Buyers; Vice Chancellor of Business Services; Vice Chancellor, Technology; Vice Chancellor, Human Resources & Equal Opportunity; President, De Anza College; President, Foothill College; Vice President, Finance & Educational Resources; (continued on page 2)	Purchasing Services Director & Senior Buyers; Vice Chancellor of Business Services; Vice Chancellor, Technology; Vice Chancellor, Human Resources & Equal Opportunity; President, De Anza College; President, Foothill College; Vice President, Finance & Educational Resources; (continued on page 2)	Purchasing Services Department must advertise for sealed bids. Award must be authorized by the Board of Trustees.	Before the services <u>commence</u> , Board of Trustees must authorize any contract or agreement for professional services that exceeds \$20,000.00 unless it has been signed by the Vice Chancellor of Business Services pursuant to the Board Resolution #2012-50A.  (continued on page 2)	If the purchase is not within the scope of Board Resolution #2012-50A, and if the purchase is not subject to statutory bid requirements, the Chancellor and the Vice Chancellor of Business Services are authorized to execute the contract prior to Board ratification.  (continued on page 2)	Division Dean, Language Arts & Learning Resources; Division Dean, Learning Resources; Vice President, Instruction; Vice President, Instruction & Institutional Research;  (continued on page 2)	Director, Campus Center; Vice President, Finance & Educational Resources; Associate Vice President, College Operations; Vice President, Student Services.	Vice President, Student Services (Foothill College); Dean of Student Affairs and Activities (Foothill College);  (continued on page 2)

<sup>1</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>2</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 \$5,000 or more.

<sup>3</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 \$81,000\* for other purchases).

<sup>4</sup> The delegated limit to purchase books and other educational materials specified in the resolution shall not exceed \$250,000 per purchase. The delegated limit to purchase other retail merchandise for resale purposes only shall not exceed the statutory bid threshold.

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Contracts for \$5,000 or less (Board Resolution #2012-50C)  (Read down the chart) ↓	Public Project Contracts for \$14,999 <sup>1</sup> or less (Board Resolutions #2012-50A & #2012-50B)	Non-Public Project Contracts for \$20,000 <sup>2</sup> or less (Board Resolutions #2012-50A & #2012-50B)	Public Project Contracts greater than \$14,999 <sup>1</sup> (Public Contract Code 20651)	Non-Public Project Contracts greater than \$20,000 <sup>3</sup> (Board Resolution #2012-50A and Public Contract Code 20651)	Power to enter into contracts on behalf of Board of Trustees prior to Board Approval or Ratification (Board Resolution #2012-50G)	Purchase of books and other retail merchandise. <sup>4</sup> (Board Resolution #2012-50E)	Purchase of perishable commodities for cafeterias and food services, no dollar limit (Board Resolution #2012-50F)	Authority to approve expenditure of funds of student organizations (Board Resolution #2012-50H)
See page 1. <u>No other officials are designated.</u>	Vice President, Educational Resources & Instruction; Executive Director, Foundation; Executive Director, Facilities & Construction Management;	Vice President, Educational Resources & Instruction; Executive Director, Foundation; Executive Director, Facilities & Construction Management.	See page 1. <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 \$81,000*, without board ratification. Only the Board of Trustees can authorize purchases that exceed the bid threshold.	No contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until the same have been approved or ratified by the Board within 60 days, See page 1. <u>No other officials are designated.</u>	Vice President, Workforce Development & Instructional Advancement; Vice President, Finance & Educational Resources; Vice President, Educational Resources & Instruction; Director, Campus Bookstore.	See page 1. <u>No other officials are designated.</u>	Vice President, Student Services (De Anza College); Dean, EOPS/CARE and Student Development (De Anza College); Director, Budget and Personnel (De Anza College).

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