

1.0 Intent

- 1.1 This Administrative Regulation is intended to control documents that obligate the Los Rios Community College District to pay money to or perform a service for a third party (including a District employee) or where the District receives grant funds from a third party regardless of whether the document is described as an agreement, contract, grant, memorandum of understanding, or other written obligation. This Administrative Regulation is not intended to address administrative approvals within the District.

2.0 General Rules

- 2.1 Interpretation of this Administrative Regulation is to be strictly construed so that only employees specifically authorized can sign agreements or similar documents on behalf of the District.
- 2.2 The Chancellor is authorized to sign all documents listed below although the Chancellor is not specifically stated.
- 2.3 A College President is authorized to sign any document which specifies a College position as an authorized signer.
- 2.4 Where an employee is authorized to sign a document, any supervisor or manager up that employee's chain of command is also authorized to sign.
- 2.5 Documents that are not District-approved forms must be approved by the General Counsel.
- 2.6 All contracts submitted to General Services shall be accompanied by a completed purchase requisition signed by an authorized signer as set forth below.
- 2.7 Upon the completion of review of the requisition and contract and its approval, the purchase order shall be issued and the purchase order and contract shall be executed.

3.0 Authorized Signers

- 3.1 The Chancellor authorizes the employees designated on the following "Authorized Signers List" to sign purchase orders, agreements, and other documents binding upon the District without prior approval of the Los Rios Community College District Board of Trustees, except for those transactions listed in District Policy P-8315, section 2.1.

(x) – Agreement approval and routing sheet required if not on a Service Agreement

Authorized Signers (Agent)

(+) – Following the Board of Trustees approval

District Funds

I. PURCHASE OF GOODS

(x) – Agreement approval and routing sheet required if not on a Service Agreement

Authorized Signers (Agent)

A. Limited Purchase Orders (up to \$1,000)

District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Director I; Associate Vice Chancellor; Director, General Services; Facilities Management Director(s); other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee

Colleges: Vice President; Business Services Supervisor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee

B. Up to Bid Limit

Director, General Services; Director, Accounting Services; Purchasing Supervisor

C. Above Bid Limit

Vice Chancellor, Finance and Administration; Vice Chancellor, Education and Technology; Associate Vice Chancellor, Finance; Director, Accounting Services

II. PURCHASE OF SERVICES

A. Employment

1. Academic

- a. Full-time (+)
- b. Part-time

District Office: Deputy Chancellor; Vice Chancellor; Associate Vice Chancellor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee

(x) – Agreement approval and routing sheet required if not on a Service Agreement

Authorized Signers (Agent)

2. Classified: Permanent/Long-Term Temporary	District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Associate Vice Chancellor, Finance
	Colleges: Vice President
3. Classified: Short-Term Temporary	District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Associate Vice Chancellor; Director, General Services; Director I; Facilities Management Operations Supervisor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee
	Colleges: Vice President; Business Services Supervisor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee
4. Student a. District-Funded Student Help	District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Associate Vice Chancellor; Director, General Services; Director I; Facilities Management Operations Supervisor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee
	Colleges: Vice President;

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Authorized Signers (Agent)

Business Services Supervisor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee

b. Work Study

District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Associate Vice Chancellor; Director, General Services; Director I; Facilities Management Operations Supervisor; other administrative staff as approved in writing by the Deputy Chancellor. Vice Chancellor, Finance and Administration, or designee

Colleges: Vice President; Business Services Supervisor; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee

5.Manager (+)

District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Associate Vice Chancellor

Colleges: Vice President

6.Contract Manager (+)

Chancellor

7.Employee Services – ESA

District Office: Deputy Chancellor; Vice Chancellor; General Counsel; Associate Vice Chancellor; Director I; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor,

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Authorized Signers (Agent)

Finance and Administration, or designee

Colleges: Vice President; other administrative staff as approved in writing by the Deputy Chancellor, Vice Chancellor, Finance and Administration, or designee

B. Independent Contractor Services (Except Construction)

1.Up to Bid Limit

Director, General Services (x); Director, Accounting Services; Purchasing Supervisor

2.Above Bid Limit

Deputy Chancellor (x); Vice Chancellor, Finance and Administration (x); Vice Chancellor, Education and Technology; Associate Vice Chancellor; Director, Accounting Services

C. Independent Contractor (Construction)

1.Up to Bid Limit

Director, General Services; Director, Accounting Services; Purchasing Supervisor

2.Above Bid Limit (+)

Vice Chancellor, Finance and Administration; Associate Vice Chancellor, Finance

III. PROPERTY

A. Lease

Vice Chancellor, Finance and Administration

B. Purchase (+)

Vice Chancellor, Finance and Administration

(x) – Agreement approval and routing sheet required if not on a Service Agreement

Authorized Signers (Agent)

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| C. Use Permit – College Facility | Vice President of Administration or designee |
| D. Use Permit – District Facility | Associate Vice Chancellor, Finance; Director, Accounting Services |

IV. MISCELLANEOUS

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| A. Deferred Comp/TSA | Vice Chancellor, Finance and Administration, or designee |
| B. Clinical Agreements | Director, Accounting Services |
| C. Computer License | Deputy Chancellor; Vice Chancellor, Finance and Administration; Vice Chancellor, Education and Technology; Associate Vice Chancellor, Information Technology |
| D. Grant Applications | Deputy Chancellor; Vice Chancellor, or designee |
| E. Licensing of District Logos | Deputy Chancellor; Vice Chancellor, Finance and Administration; Associate Vice Chancellor, Communications and Media Relations |
| F. Sales of Surplus Property | Vice Chancellor, Finance and Administration |
| G. Faculty Exchange | Associate Vice Chancellor, Human Resources |
| H. Workforce and Economic Development | Vice Chancellor, Education and Technology |
| I. Settlement of Lawsuits and Claims (\$40,000 or less) | General Counsel; Director, General Services |
| J. Legal Services | General Counsel |

(x) – Agreement approval and routing sheet required if not on a Service Agreement	<u>Authorized Signers (Agent)</u>
K. Advertising	Associate Vice Chancellor, Communications and Media Relations
L. Insurance Binder (up to bid limit)	Director, General Services
M. Fundraising consultants, firms, agents for philanthropic purposes	Deputy Chancellor, Vice Chancellor, Finance and Administration, Associate Vice Chancellor, Resource Development
N. Miscellaneous	Deputy Chancellor; Vice Chancellor, Finance and Administration, or designee

V. ENTERPRISE FUNDS

A. Textbook Orders and All Bookstore Non-Textbook Orders less Than \$25,000	Bookstore Managers
B. Bookstore Non-Textbook Orders Above \$25,000	Vice President of Administration; Business Services Supervisor
C. Harris Center for the Arts: Purchases of Goods and Services	Vice President of Administration; Vice President of Instruction

VI. CAFETERIA

A. Goods and Services	Colleges: Food Service Manager; Vice President of Administration
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(Formerly R-4514)

LRCCD

Adm. Regulation Adopted:	11/15/70
Adm. Regulation Revised:	11/15/72; 5/15/74; 10/16/74; 8/16/76; 9/12/78; 1/14/81; 6/16/82; 1/25/83; 11/6/84; 8/7/91; 11/3/97; 1/15/03; 11/28/05; 9/23/13; 1/26/15; 9/28/15; 1/25/16; 3/27/17; 10/23/17; 9/23/19
Adm. Regulation Reviewed:	3/27/17; 10/23/17; 9/23/19
Board Policy:	P-8315