



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Powers and Duties: Authorized Signatures

Bylaw No. 1600

Legal Authority: California Education Code, Sections 81655-81656 (Revised)
California Public Contract Code, Section 20651

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1. Preface
In order to be valid and enforceable against the District, all transactions require Board approval or ratification except the following:
 - a. Any purchase which does not exceed \$500.
 - b. Any amendment to an expenditure, previously approved by the Board, which does not exceed \$500.
 - c. Field contracts for facilities modifications or maintenance under \$15,000.
 - d. Contracts that involve no cost to the District.
 - e. Contracts for equipment, supplies, materials, and leases under \$5,000.
 - f. Personal service agreements not to exceed one year in length and total contract amounts under \$3,000.
 - g. Authorizations to proceed to bid that are for \$5,000 or less.
 - h. Contract change orders which do not exceed 10% of the contract or \$5,000 per contract.
2. Authorized Signatures of Board Officers
The Board authorizes the Board President, Vice President, Clerk, and Secretary to sign contracts, warrants, and documents.
3. Deputation of Authorized Signatures
 - a. The Board delegates to the Superintendent/President, or to such person as the Superintendent/President may designate, the power to make the transactions listed in the preface of this article as not requiring Board approval or ratification. If the Superintendent/President delegates any powers and duties entrusted to him or her by the Board, the Superintendent/President will be responsible to the Board for the execution of such delegated powers and duties.
 - b. The Board delegates to the Superintendent/President and Vice President for Administrative Services and/or the Dean of Human Resources, (in the place of the Vice President for Administrative Services) authority to sign orders for salary payments (warrants) and notices of employment, subject to the approval or ratification of the Board in order for the transaction to be valid and enforceable against the District. The Superintendent/President or designee will withhold approval of District warrants when:
 - (1) Disbursement of funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
 - (2) Established procedures have not been followed to permit verification of authenticity of the expenditure.
 - c. In all other cases either the Superintendent/President or the Vice President for Administrative Services are delegated to sign on behalf of the Board, subject to the approval or ratification of the Board in order for the transaction to be valid and enforceable against the District.
4. The Superintendent/President or designee shall make appropriate reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

5. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.