

SECTION: Business Services

POLICY TOPIC: Contracts and Externally Funded Grants

I. Approval to Request Grant Funds

Only the President or the President's designee is permitted to approve grant applications.

A. Funding

The President, or designee, is authorized to make application on behalf of the College to private or governmental agencies for funding, and shall report to the Board all applications submitted. Prior approval of the Board is required for any grant application: (1) in support of new facilities construction; or (2) where the terms of the application require specific Board approval.

II. Contracts Other Than Collective Bargaining Agreements

A. Authority Delegation

Delegation of contracting authority normally vested in the Board, is appropriate within specified guidelines for the timely, efficient administration of the College. Certain officials of the College are hereby expressly authorized and empowered to contract in the name of San Juan College, as follows:

1. The President may contract for any lawful purpose of the College, provided the obligation of the College thereby incurred does not exceed \$75,000. Additionally, and with neither Board approval nor dollar limits, the President may contract for any lawful purpose where external grant or contract funds are involved.
2. The President may approve a capital improvement "change order" involving an expenditure of \$75,000 or less.
3. The President may contract for any lawful purpose of the College, provided the obligation of externally funded grant funds is consistent with the award agreement/contract.
4. The Vice President for Business Services may contract for any lawful

purpose of the College, provided the obligation of the College thereby incurred does not exceed \$10,000.

5. The Vice President for Business Services may contract for any lawful purpose of the College, provided the obligation of externally funded grant funds are consistent with the award agreement/contract and does not exceed \$10,000.
6. The Vice President for Business Services may approve a capital improvements "change order" involving an expenditure that does not exceed \$10,000.
7. The President may approve additional procedures developed and administered by the Vice President for Business Services for small dollar purchases (less than \$10,000) to improve the timely and orderly acquisition of supplies/materials and services.

B. Signatory Authority

Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the College by either the President or the Vice President for Business Services.

A. Real Property

The College Board permits the acquisition of real property, including the payment of routine and customary "earnest money" to hold a lot awaiting Board action if the:

1. price does not exceed the lot's appraised value;
2. "earnest/option" funds do not exceed the routine and customary amount;
3. lot in the Presidents' judgment is appropriate for an on-site project by the Carpentry Program; and
4. subsequent Board approval is required to complete the lot purchase.