

# NOVATO UNIFIED SCHOOL DISTRICT

## Board Policy

Series 3000

BP 3300

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### BUSINESS SERVICES

#### EXPENDITURES/EXPENDING AUTHORITY

The Superintendent or designee may purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111 beyond which a competitive bidding process is required.

The Superintendent or designee may authorize an expenditure that exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Governing Board.

All transactions entered into by the Superintendent or designee on behalf of the Board shall be reviewed by the Board every 60 days. (Education Code 17605)

No district funds shall be expended for the purchase of alcoholic beverages. (Education Code 32435)

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

#### Legal Reference:

##### EDUCATION CODE

- 17604 Delegation of powers to agents; liability of agents
- 17605 Delegation of authority to purchase supplies and equipment
- 32435 Prohibited use of public funds
- 35010 Control of district; prescription and enforcement of rules
- 35035 Powers and duties of superintendent
- 35272 Educational and athletic materials
- 38083 Purchase of perishable foodstuffs and seasonal commodities
- 41010 Accounting system
- 41014 Requirement of budgetary accounting

##### PUBLIC CONTRACT CODE

- 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder  
(cf. 3310 - Purchasing Procedures)  
(cf. 3311 - Bids)  
(cf. 3312 - Contracts)
- (cf. 3100 - Budget)  
(cf. 3110 - Transfer of Funds)

Board Approved: January 23, 2001