



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3300
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Business and Non-Instructional Operations

Expenditures/Expending Authority

District purchasing functions shall be centralized and performed under the direction of the Assistant Superintendent - Business Services or designee, who shall establish appropriate systems, controls, and procedures to:

1. Ensure that material support functions are performed in a responsive, orderly, cost-effective and efficient manner.
2. Control the acquisition of supplies, equipment, services, and facilities to ensure that laws and legal codes regarding acquisition procedures, hazardous and toxic substances, safety and engineering approvals, and licensing requirements are complied with.
3. Prevent the misuse of public funds or corrupt practices.

Formally advertised bids shall be required for all purchases of good and services not specifically exempted from such bidding by the Education or Public Contracts Code, at the dollar limits currently established in these codes, unless another procurement process is authorized by the Board.

Board approval shall be obtained prior to advertising for bids for major purchases of new equipment or services (as opposed to replacement or ongoing needs) which have not been funded for in approved budgets or grants.

The authority to contract for the purchase of supplies, materials, facilities, apparatus, equipment and services vested in the Board of Trustees is hereby delegated to those persons listed below, subject to the limits expressed:

1. This delegation is established for those individuals holding the position indicated until such time as revoked.
2. The monetary limits of this authority shall not exceed the bid limits currently established by the California Public Contracts Code, Section 20111. The categories of material are limited as specified below.
3. All transactions entered into by such delegated authorities and employees shall be reviewed and approved by the Board within sixty days.

Business and Non-Instructional Operations

Expenditures/Expending Authority (Continued)

Title: Superintendent
Categories: All

Title: Assistant Superintendent-Business Services
Categories: All

Title: Director, Procurement/Contracts
Categories: All

Title: Food Services Administrator
Categories: Food and food preparation, processing, and distribution of supplies equipment and services.

In emergency situations, where necessary to protect or sustain life, prevent injury, or protect and preserve district property at times or during periods when the services of the above delegated authorities are not available:

Title: School Principals or the administrator acting in their absence.
Categories: As needed during period of emergency

Title: Manager, Maintenance and Operations; Manager, Transportation/Public Safety
Categories: As needed during period of emergency

All purchases made or authorized under such emergency conditions shall be recorded and reported to the Purchasing Department promptly.

No other district employee shall order, purchase, or commit the district to the purchase of any goods or services without an approved purchase order, and employees who do so shall remain personally responsible for payments due as a result of such unauthorized purchases.

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