
SECTION: Administrative Services

POLICY TOPIC: Contracts and Sponsored Projects

I. Approval to Request Grant Funds

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

Funding

The President, or designee, is authorized to make application on behalf of the College to private or governmental agencies for funding. 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.
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 projects is consistent with the award agreement/contract.
4. The Executive Vice President may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed \$50,000.

5. The Executive Vice President 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 \$50,000.
6. The Executive Vice President may approve a capital improvements "change order" involving an expenditure that does not exceed \$50,000.
7. The Executive Vice President, with the approval of the President, may develop and administer additional procedures related to delegation of authority regarding contracts for the College that are less than \$50,000.

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 Executive Vice President.