
PURCHASING/CONTRACTS BOARD AGENDA (CON-P004)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 The process for development and submission of Grants, Entitlements, and Other Income Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices, Notices of Completion Consent Agenda item.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assigned analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing

4.0 DEFINITIONS:

- 4.1 Grants, Entitlements – The abbreviated name for the consent item submitted for approval by the Board of Education.
- 4.2 Agenda review team – Superintendent, Deputy Superintendent/CFO, cabinet and board members.

5.0 PROCEDURE:

- 5.1 Grants, entitlements, contracts in excess of limits imposed by Public Contract Code § 20111, bid awards, change orders (notices), surplus materials and equipment lists, and notices of completion are submitted for approval at a regularly scheduled meeting of the Board of Education. The Contracts Office collects the documentation related to the above and compiles the information in an acceptable format.
 - 5.1.1 Grants, entitlements, and other agreements are assigned an internal number for identification and tracking purposes.
 - 5.1.2 Items/documents may be checked for appropriateness, accuracy, completeness, and funding prior to inclusion on the Grants, Entitlements.
- 5.2 The draft Grants, Entitlements is forwarded to the Deputy Superintendent/CFO in sufficient time for review prior to Board Office deadline.
 - 5.2.1 Deputy Superintendent/CFO presents draft Grants, Entitlements item to agenda review team for final review and approval before releasing to Board Office.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Grants, Entitlements, and Other Income Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices, Notices of Completion Consent Agenda item

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Grants, Entitlements item	Electronic and paper files	Permanent	Non-applicable	Electronic backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/07	A	Initial Release
8/19/05	B	Revise 2.1
10/18/07	C	Revise procedure

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