




**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 410	Date Issued: November 1, 1993
Section: 400 – Purchasing Policies	Date Revised: March 23, 2017
Accreditation Standards:	
SUBJECT: PURCHASING POWER AND AUTHORITY - GENERAL MANAGER	
APPROVED: 	
Board Chairperson	

1.0 SUPPLIES, MATERIAL, AND EQUIPMENT

1.1 The General Manager is authorized to execute contracts or purchase orders for the purposes of supplies, materials, and equipment in the following instances:

1.1.1 Each such purchase which is not subject to the bidding requirement as set forth in Policy No. 420 (Bidding Procedures) and which does not exceed \$35,000.

1.1.2 Purchases which do not exceed \$35,000 from or through agreement with a public agency as set forth in Policy No. 431 (Purchasing from Other Public Agency).

1.2 The General Manger will report all purchases of supplies, materials, and equipment to the Board of Directors in accordance with Policy No. 320 (Approval of Claims) and paragraph 2.2 of this policy.

1.3 All other contracts or purchase orders for the purchase of supplies, materials, and equipment shall be approved or awarded by the Board of Directors.

2.0 GENERAL AND PROFESSIONAL SERVICE CONTRACTS

2.1 The General Manager may enter into and execute on behalf of the Authority, and without prior approval of the Board of Directors, any written contract or purchase order for general or professional services as defined in Policy No.

450 (Contracts for General Services) and Policy No. 460 (Contracts for Professional Services) in the following instances:

- 2.1.1 Each such contract does not exceed a total payment amount of \$35,000.
- 2.1.2 Each such lease or rental agreement for equipment or personal property does not exceed a total payment amount of \$35,000.
- 2.2 The General Manager will provide the Board of Directors with a listing, at periodic intervals and not less than once a quarter, of all contracts, leases or purchase orders for general or professional services in amounts exceeding \$2500, made in the preceding period without prior Board approval. Authorized claims under the terms and conditions of these executed agreements will be reported to the Board as described in Policy No. 320 (Approval of Claims).
- 2.3 All other contracts, leases or purchase orders for general or professional services shall be approved or awarded by the Board of Directors.

3.0 EMERGENCY PURCHASES

- 3.1 For purchasing purposes, an emergency is defined as an unforeseen circumstance resulting in a breakdown of Authority service and an urgent need to restore that service.
- 3.2 The General Manager has the authority to execute emergency contracts, rental agreements for equipment, or purchase orders which do not exceed \$50,000.
 - 3.2.1 The General Manager will report all emergency contracts, rental agreements for equipment, or purchase orders which do not exceed \$20,000 to the Board of Directors in accordance with Policy No. 320 (Approval of Claims) and paragraph 2.2 of this policy.
 - 3.2.2 The General Manager will report all emergency contracts, rental agreements for equipment or purchase orders which exceed \$20,000 to the Board of Directors at their next, regularly scheduled meeting.
- 3.3 Emergency contracts, rental agreements for equipments or purchases which exceed \$50,000 shall be approved or awarded by the Board of Directors.
 - 3.3.1 The General Manager may convene an emergency meeting of the Board of Directors to approve an emergency contract, rental agreement for equipment or purchase exceeding \$50,000 in accordance with the provisions of the Ralph M. Brown Act.