

## OHLONE COMMUNITY COLLEGE DISTRICT

## MEMORANDUM

TO: Board of Trustees

FROM: Gari Browning

DATE: December 9, 2009

SUBJECT: Ratification of Contracts

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Board Policy 6340 delegates to the President/Superintendent or designees “the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management...” Both Policy and Education Code Section 81655 state any such contract is not valid or an enforceable obligation against the District until it is approved or ratified by the Board.

In the past, most contracts have been ratified by inclusion in the warrant report, which provided information on checks that have already been written. To make contract reporting timelier and to more fully comply with legal and policy requirements, the District is now providing contract information for the Board in the attached format. This will allow the Board to take action prior to payments being made.

As before, where a specific contract requires prior Board approval or where the nature of the contract warrants specific action, these transactions will continue to be separated out and placed on the action or consent agenda for individual consideration.

Funding for each contract has been verified from the appropriate fund account or grant.

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees ratify the contracts on the attached page(s).

Attachment: Contracts List