

TITLE	CONTRACTING AUTHORITY	NUMBER 6Hx-18-1.31
LEGAL AUTHORITY	FS 1001.64, 1001.65, Rule 6A-14.0734 FAC	Page 1 of 2
DATE ADOPTED/AMENDED	Adopted 09/08/2015 Amended 09/20/2022	

The District Board of Trustees for Palm Beach State College (Board) is the contracting entity for the college. To promote the orderly and efficient operation and administration of the College, the Board hereby delegates the following authority to the President:

1. Upon Board approval, the President or designee is authorized to execute, on behalf of the District Board of Trustees, all agreements, contracts and other documents reflecting action previously approved by the Board.
2. The President or designee is authorized to enter into contracts and approve or reject award recommendations not exceeding the Category Five threshold as specified in Section 287.017, F.S.
3. The President may delegate authority pursuant to this policy to appropriate College staff. Such delegated authority shall be specified in writing.
4. The President shall provide reports to the District Board of Trustees of material procurement activities completed on a quarterly basis pursuant to this policy.
5. The District Board of Trustees shall approve the form and language of employment contracts for full time permanent College personnel.
6. The District Board of Trustees shall review all contracts for the acquisition or disposition of real property.
7. Contract Form
 - a. Contracts shall be in writing, shall name the District Board of Trustees as the contracting entity and shall be executed by a duly authorized College representative pursuant to this policy.
 - b. Contracts whose term includes more than one Fiscal Year, or contracts with renewal options, shall clearly state that continued performance on behalf of the College is subject to the appropriation of funds.
 - c. Contracts shall clearly define the term of the contract, including an expiration date and all options to renew.

8. Unauthorized Purchases

- a. Any contract not executed in compliance with District Board of Trustees policies is void and/or non-binding on the College.
- b. Any College employee who represents themselves as authorized to sign a contract or otherwise attempts to legally bind the College will be subject to discipline up to possible termination. Any employee who violates this policy may be personally liable for repayment of any College funds expended without reimbursement from the College.