APRIL 26, 2023

ADDITIONAL ITEM

ITEM E-3

B.   General Manager Approval. Subject to Section C, below, the General Manager or, in his/her absence, the Assistant General Manager or Finance Director shall approve all Contracts, Contract Amendments, Change Orders, Task Order Contracts (and related Task Orders) and Purchase Orders. "Absence" means the General Manager's inability to exercise his or her authority at the time when the NCSD needs to take necessary steps to procure goods or services.

C.   Board Approval Required. Board approval is required for the following:

1.   Contracts, Contract Amendments, Task Orders or Task Order Amendments, and Purchase Orders for the purchase of supplies, equipment or materials where the estimated cumulative cost is twenty-five thousand dollars ($25,000) or more.

2.   Professional service contracts and Amendments where the estimated cumulative cost is twenty-five thousand dollars ($25,000) or more.

3.   Public Works contracts where the estimated cumulative cost is two hundred thousand dollars ($200,000) or more.

~~4.   Task Orders or Task Order Amendments where the original scope of service or work is exceed by ten thousand dollars ($10,000).~~

~~5.~~**4.**   Any procurement referred to the Board by the General Manager or Assistant General Manager.

2.4   UNBUDGETED PROCUREMENTS

The Board shall approve all unbudgeted expenditures except for the following:

A.   The General Manager or, in his/her absence, the Assistant General Manager or Finance Director is authorized to approve unbudgeted expenditures up to five thousand dollars ($5,000) for any single purchase.

B.   Upon written finding of the General Manager that an emergency situation exists, the General Manager is authorized to approve unbudgeted expenditures up twenty-five thousand dollars ($25,000).

C.   The General Manager shall account to the Board within thirty (30) days of the expenditures authorized by subparagraphs A & B, above and request the appropriate budget amendments and/or transfers.