

Business

Capital Outlay

The superintendent shall be responsible for initiating and carrying out proper business and legal procedures in the purchase, replacement, operation, maintenance, and inventory of equipment. Ownership of such equipment is vested in the county office.

For major capital outlay projects or major repair or replacement projects, which cannot be funded by other revenue sources, the superintendent shall be eligible for such funds in the same manner as specified by law for school districts. Any funds apportioned to the superintendent shall be restricted to the purposes of Education Code, Section 2553.

The superintendent shall purchase a capital outlay item involving an expenditure of more than \$2,500 (\$3,500 for automobiles) directly from a vendor only after having secured in writing from responsible vendors at least three estimates of the cost of the item. The item shall be purchased at the estimated cost from the vendor who submits the lowest estimate meeting the prescribed specifications, or shall reject all estimates.

Limitations as contained in Title V, Section 17292 shall be observed in purchasing or replacing all media capital outlay items.

In addition to normal expenditures, the superintendent may request and the Superintendent of Public Instruction may approve a special reserve for the accumulation of funds over a period of years for the replacement of equipment and for capital outlay purposes.

Legal Reference: Administrative Code, Title 5
17291 Purchasing procedure
17292 Limitations on purchases
17301 Purchasing procedure of automotive equipment
17345 Cumulative reserve

Education Code
2553 Capital outlay funds

Policy

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