

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3300**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08  
10/03/16**

**SUBJECT: EXPENDITURES / EXPENDING AUTHORITY**

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The County Superintendent recognizes its fiduciary responsibility to oversee the prudent expenditure of county school service funds. In order to best serve the county office of education interests, the County Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the county office receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

**EXPENDING AUTHORITY**

The County Superintendent and his/her designees may purchase supplies, materials, apparatus, equipment, and services pursuant to Superintendent Policy and Administrative Regulation 3311, Bids and Procurement. The county office of education shall not recognize obligations incurred contrary to policy and administrative regulations.

The following positions are designees of the County Superintendent and are authorized to sign any and all official documents including and not limited to contracts and purchase orders:

County Superintendent

Deputy Superintendent, Fiscal and Administrative Services

Associate Superintendent, Educational Services

Associate Superintendent, Student Services

Executive Director of Internal Business

The Assistant Superintendent of Human Resources is authorized to sign all personnel related documents.

The Director of Facilities is authorized to sign facility related documents and purchase orders not to exceed \$5,000.

The Purchasing Manager is authorized to sign purchase orders not to exceed \$5,000.

Department Heads, Program Managers, Principals and other management level positions who have signed a signature authorization form approved by the Branch Administrator and on file with the Business Office, are authorized to sign purchase requisitions, travel claims, time cards and overtime pre-authorizations.

County office of education funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

All expenditures of the county office of education must be in accordance with the law and follow Superintendent Policy 3311 and Administrative Regulation 3311, Bids and Procurement, and all other policies and regulations.