



<b>TITLE:</b>
Spending Authority Policy
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
April 28, 2014
<b>EFFECTIVE DATE:</b>
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESION:</b>
This policy supersedes Administrative Policy # 402.
<b>PURPOSE:</b>
To set policy for monetary and approval limits of authority for the procurement of goods and services by the CEO & Port Director.
<b>POLICY:</b>
<p>It shall be the policy of the Board of Harbor Commissioners that all District purchases of services, supplies, materials and equipment shall be done in accordance, and comply with, California State Government Code Section 54201 et. seq. governing expenditures of public funds.</p> <p>Any purchases not previously identified or consistent with the District's approved annual Operating and Capital Plan budgets shall have prior approval by the Board of Harbor Commissioners, except as allowed within the CEO's grant of authority as follows;</p> <ol style="list-style-type: none"><li>1. For any <u>purchases not exceeding \$25,000</u> in the aggregate per vendor per fiscal year, the CEO &amp; Port Director is authorized to approve purchases of services, supplies, materials or equipment subject to terms and conditions that are reviewed by the District's Legal Counsel, if such review is deemed prudent and necessary by the CEO &amp; Port Director.</li><li>2. For any <u>purchases exceeding \$25,000</u> in the aggregate per vendor per fiscal year, the Board of Harbor Commissioners pre-approval is required. The proposed purchases of services, supplies, materials or equipment subject to terms and conditions reviewed by the District's Legal Counsel, if deemed prudent and necessary.</li></ol>
<b>RELATED POLICIES:</b>
Policy 400.1 - Procurement Policy
<b>DEFINITIONS:</b>



ADMINISTRATION AND FINANCE  
POLICY # 402.1 – Spending Authority  
Supersedes Policy # 402

None