

prohibited, may be misdemeanors under State law (PCC §20163) if public bidding is required, and are generally considered fraud, waste, and/or abuse and in violation of best practices standards.

(e) **Master Agreements.** The District may enter into master agreements, under which District staff purchases goods and services, including but not limited to on-call services. Master Agreements shall have a not-to-exceed cost limit and be subject to the procurement requirements of this Guide based on the not-to-exceed value.

(f) **Purchasing Approval Authority.** The Approval Authority applicable for the purchase of goods, services, and public projects shall be delegated as follows:

(i) **Award by District Manager.** The District Manager may make purchases or contracts for goods, services, and public projects in an amount not to exceed \$15,000.

(ii) **Award by District Board.** The District Board shall make purchases or contracts for goods, services, and public projects, that exceed \$15,000.

(g) **Petty Cash.** The purpose of a petty cash procedure and policy is to support “day-to-day” small immediate demands of the District that cannot be met through other established procedures for obtaining required goods. These demands are generated for items that are within the goals and objectives of the District and are provided for in the District’s operating budget. The maximum petty cash monetary limit is \$100 per transaction. In order to be reimbursed, the employee must complete a petty cash form, have it approved (signed) by the District Manager or designee. Approval signature on the petty cash form is mandatory.

(h) **Prevailing Wages.**

(i) As a general rule, the definition of public work under state prevailing wage law in the Labor Code is broader than the corresponding definition under the Public Contract Code and other public procurement statutes. It is important for the District to recognize that simply because a project is not subject to competitive bidding under the Public Contract Code does not necessarily mean that the project is not subject to state prevailing wage law.

(ii) California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations Title 8, Section 16000, et seq. (“Prevailing Wage Laws), require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, the District must make vendors aware of these requirements and vendors must fully comply with such Prevailing Wage Laws.

(i) **Purchase Orders and Contracts**

(i) **Purchase Orders/Contracts.** Unless otherwise allowed by this Guide, a purchase order or contract (collectively “contract”) is required for all purchases. Unauthorized purchases are void and not considered an obligation of the District. Contracts shall be issued to a vendor when procuring goods, services, or public projects and not “after the fact” for work already