

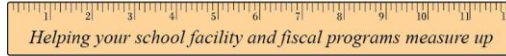
El Monte Union High School District
 Business Services Board Policies
 Quick Reference Guide

Board Policies, Administrative Regulations and Exhibits

EH&A PowerPoint Presentation Section	Number	Title of Board Policy	Board Policy	Administrative Regulation	Exhibit
1	3290	Gifts, Grants and Bequests	3290 BP		
2	3300	Expenditures/Expending Authority	3300 BP		
2	3311	Bids	3311 BP	3311 AR	
2	3312	Contracts	3312 BP		
2	3312.2	Educational Travel Program Contracts	3312.2 BP	3312.2 AR	
2	3314	Payment for Goods and Services	3314 BP	3314 AR	
3	3314.2	Revolving Funds	3314.2 BP		
3	3400	Management of District Assets/Accounts	3400 BP	3400 AR	
3	3451	Petty Cash Funds		3451 AR	
2	3512	Equipment		3512 AR	3512 E
1	4119.21	Professional Standards	4119.21 BP		4119.21 E
1	4119.23	Unauthorized Release of Confidential/Privileged Information	4119.23 BP		
1	4219.21	Professional Standards	4219.21 BP		4219.21 E
1	4219.23	Unauthorized Release of Confidential/Privileged Information	4219.23 BP		
1	4319.21	Professional Standards	4319.21 BP		4319.21 E
1	4319.23	Unauthorized Release of Confidential/Privileged Information	4319.23 BP		
2	6161	Equipment, Books and Materials	6161 BP	6161 AR	
	6161.1	Selection and Evaluation of Instructional Materials	6161.1 BP	6161.1 AR	6161.1 E

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Legal References					
EH&A PowerPoint Presentation Section	Title	Public Contract Code	Government Code	Education Code	California Code of Regulations
2	Bid limit – Goods, services and maintenance	20111(a)	53060		
2	Threshold – Public Works	20111(b)			
2	Bid on Public Contracts	22032			
2	Alternative procedures for public projects (UPCCAA)	22030 - 22045			
2	Instructional Materials – Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional software packages, or periodicals	20118.3			
2	Electronic data processing systems and supporting software (Computer Hardware/Software)	20118.1			
2	Emergencies	20118(a)			
2	Perishable Commodities -Food			38083	
2	Piggyback Purchases from other public agencies	20118		38110-38112	
2	State Office of Procurement	10325	14814 & 54205	17595 - 17596	1895.1-1895.16
2	Sole Sourcing	3400			
2	Federal Government purchasing			17602	
2	Professional Services		53060		
2	Architectural, Engineering, Environmental, Construction Management, Land Surveyor	17070.50	4525 – 4529.5		
2	Legal Services			35205	
2	Energy Conservation Services		4217.10, 4217.16, 4217.18		
2	Transportation Services	20111 - 20112		39802	
2	Waste Management Services				









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Summary of Bid Limits/Quotes		
EH&A PowerPoint Presentation Section		
2	Public Works Projects	\$15,000 – no annual adjustment m
2	Bid Limits – Goods and Services, 2013	\$83,400 – annually adjusted
2	Uniform Public Construction Cost Accounting Act (UPCCAA), January 1, 2012	No Bid < \$45,000 Informal Bid < \$175,000 Formal Bid > \$175,000
2	Quotes	\$0 - \$499 = no quote required \$500 - \$1,999 = 2 written quotes \$2,000 - \$14,999 = 3 written quotes

Payroll Timesheets

Timesheets

-  Time Sheet Payroll - Classified **C3** (.pdf) Green
-  Classified Hourly - Long Form **C3** (.pdf) Green
-  Time Sheet Payroll - Certificated **C5** (.pdf) Red
-  Time Sheet Payroll - Classified **H1** (.pdf) Bronze
-  Time Sheet Payroll-Certificated **SUMMER VI** (.pdf) Red
-  Certificated Substitute Employee Time Sheet (.pdf) White