

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: REQUISITIONS, SERVICE AND ENCUMBRANCES	Number: 7.07
Legal Authority: California Education Code Section 70902	Page: 1 of 1

Approval of Documents for Work to be performed by City Departments.

The Board of Trustees shall approve all job estimates for maintenance of the school plant, authorizations for work to City and County of San Francisco Departments prior to commencement of the work, and encumbrances for services in connection with the District building program, except when the estimated amount is under \$10,000 in which case the Chancellor or his/her designee is authorized to approve such work.

Approved by District Board of Trustees Date: 06/22/72	Authenticated By Chancellor: Date: 04/03/00
	Revision Number: 3 Date: 03/30/00