

**CONDUCTING BUSINESS IN THE
NAME OF THE DISTRICT**

In all instances where District personnel are authorized to make purchases or have services performed, the transaction shall be made in the name of the Contra Costa Community College District. Contracts are not to be entered into by the colleges. Only the District is authorized by law to enter into contracts because the District is the only recognized legal entity. Purchases made or contracts entered into which vary from this procedure will not be accepted as a District responsibility. Any purchase or contract entered into by an employee without the proper authorization will be viewed as a personal transaction and reimbursement from District funds will not be made.

Invoices for payment against a contract shall only be prepared by the vendor, not District personnel.