

THE CITY UNIVERSITY OF NEW YORK

Office of the General Counsel and Vice Chancellor for Legal Affairs


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January 29, 1991

ADMINISTRATIVE ADVISORY MEMORANDUM NO. 4

TO: College Presidents
FROM: Robert E. Díaz 
RE: Purchase Authorization- Board of Trustees Resolution

The purpose of this memorandum is to advise you of when a expenditure must be submitted to the Board of Trustees, and the proper form for such requests.

In accordance with State Education Law Section 6218 any expenditure of more than \$10,000 for "work, labor, supplies, material, equipment, construction or alteration" requires approval by the Board of Trustees. Attached find sample resolution "A" which provides the proper format for this type of Board action.

Many formal bid contracts contain an option to renew. Attached find sample resolution "B" which provides authorization to exercise a renewal option, which saves time by making annual requests unnecessary.

cc: Business Managers
RG/acb

SAMPLE RESOLUTION A: STANDARD RESOLUTION

RESOLVED that the Board authorizes the Secretary to execute a contract or contracts on behalf of _____ College for office supplies and equipment for the fiscal year _____ to _____ with the lowest responsible bidder or bidders after advertisement and public bidding by the College pursuant to law and University Regulations, or to purchase the same through existing, State, City or Board of Education of The City of New York contracts, in either event the total cost of such purchases shall not exceed a total estimated cost of \$_____ chargeable to code_____ for the fiscal year ending _____ or such other funds as may be available.

SAMPLE RESOLUTION B: RENEWAL LANGUAGE

Resolved that the Board authorizes the Secretary to execute a contract on behalf of _____College for uniformed security guard service at the College with the lowest responsible bidder after advertisement and public bidding by the College pursuant to law and University regulations for the period _____ to _____ at a total estimated cost of \$ _____, chargeable to code _____ fiscal year ending _____, or such other funds as may be available; said contract to contain up to four (4) annual options by the college to renew at the same cost, plus escalations not to exceed _____% per annum.