PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **3810**

Claims Against the District

Reference: Education Code Section 72502; Government Code Sections 900 et seq.; 910 et seq.

Claims for money or damages as prescribed under Board Policy 4110 shall be submitted to the Office of the Superintendent/President on the appropriate form.

[_____Claim_____] forms may be obtained from the ~~Administrative~~ Business Services Office. If a claim is not submitted on the appropriate form, it will be returned. Any claim returned to a person may be resubmitted using the appropriate form.

Within forty five (45) days after the claim has been presented (on the proper form) to the Superintendent/President, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45th day after it was presented to the Superintendent/President.

The Superintendent/President or his/her designee shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed, allowed in certain amount of $_____ and rejected as to the balance or rejected by operation by law. Said notice shall also inform the claimant on the six (6) month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer a compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

(Formerly PVC Administrative Regulation 4110)

12/10/13 Board Information
11/05/13 College Council Approval
10/28/08 Board Second Read and Approval
09/23/08 Board First Read
09/03/08 College Council Approval

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10/28/08 Board Second Read and Approval¶