

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.20 (BP 3810)

BOARD POLICY
San Mateo County Community College District

Subject: 8.20 Claims Against the District
Revision Date: 12/10; ~~XX~~
Policy References: Education Code Section 72502; Government Code Sections 900 et seq., 910 and 935

1. Any claims against the District ~~by an individual or organization~~ for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall ~~must~~ be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code according to the laws and regulations governing such claims as a prerequisite to filing a lawsuit against the District.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

2. Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- a. Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- b. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

3. The designated place for service of claims, lawsuits or other types of legal process upon the District is the Chancellor's Office.

Also see AP 3810 Claims Against the District and BP/AP 6540 Insurance.