

North Orange County Community College District  
**BOARD POLICY**  
Chapter 3  
General Institution

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## **BP 3810 Claims Against the District**

Reference:

**Education Code Section 72502;**  
**Government Code Sections 900, et seq.**

- 1.0 Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall 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.
- 2.0 Claims must be presented on the District's approved claim form according to this policy and related procedures as a prerequisite to filing suit against the District.
- 3.0 Claims that are subject to the requirements of this policy and related procedures, include the following, to the extent such claims are not governed by other statutes or regulations expressly relating thereto:
  - 3.1 Claims by Public Entities: Claims by the state or by a state department or agency or by another public entity.
  - 3.2 Claims for Fees, Wages and Allowances: Claims for fees, salaries or wages, mileage, or other expenses and allowances.
  - 3.3 Claims for Principal or Interest: Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness.
  - 3.4 Claims Arising Under Contract: Claims for damages, including liquidated damages, arising from any contractual agreement, whether oral or written, express or implied.

Such claims shall further be subject to the provisions of Government Code Sections 945.5 and 945.6 relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

- 4.0 The designated place for services of claims, lawsuits or other types of legal process upon the District is:

Office of the Vice Chancellor, Finance and Facilities  
North Orange County Community College District  
Anaheim Campus  
1830 W. Romneya Drive  
Anaheim, CA 92801

See Administrative Procedure 3810.

**Date of Adoption:** March 23, 2004  
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