

General Institution

1 **BP 3810 CLAIMS AGAINST THE DISTRICT**

2 **References:**

- 3 Education Code, Section 72502;
4 Government Code, Sections 900 et seq., 910, and 935

5 Any claims against the District for money or damages, which are not governed by any
6 other statutes or regulations expressly relating thereto, shall be presented and acted upon
7 in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900)
8 and Chapter 2 (commencing with Section 910) of the California Government Code.

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

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

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

17 The designated place(s) for service of claims, lawsuits, or other types of legal process
18 upon the District is/are the Office of the Vice President of Business Services and/or the
19 Office of the President/Superintendent.

20 A claim, any amendment thereto, or an application for leave to present a late claim shall be
21 deemed presented when delivered to the Office of the Vice President of Business Services
22 and/or Office of the President/Superintendent, or deposited in a post office, sub-post office,
23 substation, mail chute, or other like facility maintained by the U.S. Government in a sealed
24 envelope properly addressed to the District Office with postage paid.

25 Office of Primary Responsibility: Vice President, Business Services

Date Adopted: November 7, 2007

Date Reviewed: January 16, 2019; February 22, 2023

(Replaces former Cerritos College Policy 5003)