



AP 6100 Delegation of Authority, Business and Fiscal Affairs

References: Education Code Sections 70902(d); 81644, 81655, 81656; Public Contract Code Sections 20651, 20658, 20659
Approved: April 2013
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Last Reviewed:

The Vice President for Administration is delegated authority from the Superintendent/President to:

- supervise budget preparation and management;
- oversee fiscal management of the District; and
- contract for, purchase, sell, lease or license real and personal property, in accordance with Board Policy and Law.

Responsibility for the development of internal processes consistent with the provision of this procedure remains with the Vice President for Administration. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice President for Administration may contract for goods, services, equipment, and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein.

Furthermore, the Vice President for Administration may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.