



**AP 6100**

**DELEGATION OF AUTHORITY,  
BUSINESS AND FISCAL AFFAIRS**

**References:**

Education Code Sections 70902(d), 81644, 81655, and 81656;  
Public Contract Code Sections 20651, 20658, and 20659

The Chief Business Officer is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for the purchase, sale, lease, or license of real and personal property, in accordance with board policy and law. Responsibility for the development of internal processes and procedures consistent with the provision of this regulation remains with the Chief Business Officer. This delegated authority is subject to the condition that these transactions be reviewed and approved by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contracts Code, Education Code, or other laws pertaining to the taking of competitive bids, the Chief Business Officer or appropriate Vice President 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 Chief Business Officer or appropriate Vice President 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.

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Date Approved: September 30, 2015

Legal Reference Update #26: April 2015

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