

# **AP 6100 Delegation of Authority, Business and Fiscal Affairs**

## **Reference:**

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

The Executive Vice President, Administrative Services 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 on behalf of the District, in accordance with Board Policies and applicable law.

Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Executive Vice President, Administrative Services. 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 Executive Vice President, Administrative Services may contract for goods, services, equipment and rental of facilities on behalf of the District so long as the transactions comply with law and any limitations or requirements set forth therein. The Executive Vice President, Administrative Services is authorized to enter contracts pursuant to AP 6340 Bids and Contracts. Furthermore, the Executive Vice President, Administrative Services 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.