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## **AP 6100 DELEGATION OF AUTHORITY, BUSINESS & FISCAL AFFAIRS**

### **References:**

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

The Chief Business Officer is delegated authority from the District Chancellor 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 guidelines and processes consistent with the provision of this administrative procedure remains with the Chief Business Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the District Chancellor for review and approval periodically as determined by the District Chancellor.

When transactions do not exceed the thresholds established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Chief Business Officer or designee in compliance with the District's Purchasing Approval Matrix (see AP 6150 titled Delegation of Authority) 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. Such transactions shall be ratified by the Board of Trustees (Board) within 60 days pursuant to Board Policy 6330. The District shall not be bound by written agreements signed on behalf of the District not authorized to bind, encumber, or contract on behalf of the District. Furthermore, pursuant to BP 6340 titled Bids and Contracts, the Chief Business Officer 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 regulations.

No employee of the District or member of the Board, or other agent of the District, is authorized to enter into any verbal agreement on behalf of the District. If an individual has purported to represent the District and has made a verbal agreement involving the District, that agreement shall be without force and shall not be recognized by the District without regard to whether the individual or individuals making the agreement are authorized agents of the District.