

BP 5100 DELEGATION OF AUTHORITY, BUSINESS & FINANCIAL SERVICES

References:

Education Code Sections 70902(d), 81655, and 81656

The Board of Trustees delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board of Trustees (See BP 5340 Bids and Contracts).

The Chancellor in consultation with the Vice Chancellor, Business and Financial Services, shall make appropriate periodic reports to the Board of Trustees and shall keep the Board of Trustees fully advised regarding the financial status of the District.

Date Adopted: February 26, 2008

Revised: September 19, 2023

Formerly: 6100

AP 5100 DELEGATION OF AUTHORITY

References:

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

DISTRICT LEVEL

The Vice Chancellor, Business and Financial Services, is delegated authority from the Chancellor to supervise District-wide 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 policies and procedures consistent with the provision of this regulation remains with the Vice Chancellor, Business and Financial Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Vice Chancellor, Business and Financial Services may contract for goods, services, equipment, maintenance (as defined in Public Contract Code 22002d), and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice Chancellor, Business and Financial Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of the contract do not exceed the limitations set forth in applicable law or regulation.

For contracts on public works projects (excluding maintenance), the Vice Chancellor, Business and Financial Services, may sign contracts less than \$125,000. Anything over that amount must go through the competitive bidding process.

In the absence of the Vice Chancellor, Business and Financial Services, authority is delegated to the Controller.

COLLEGE LEVEL

Each college President may sign grant applications and sub-awards associated with grants, and enter into and sign contracts for their college for goods, services, maintenance (as defined in Public Contract Code 22002d), equipment and rental of facilities, up to the dollar limits established in the Public Contract Code, the Education

Code, or other laws pertaining to the taking of competitive bids, so long as the transactions comply with law and any limitations or requirements set forth therein. The President may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and the period of the contract does not exceed the limitations set forth in applicable law or regulation.

For contracts on their campus on public works projects, (excluding maintenance), the President may enter into and sign contracts less than \$125,000. Anything over that amount must go through the competitive bidding process.

In the absence of the President, authority is delegated to the campus/college Vice President of Business.

Office of Primary Responsibility: Vice Chancellor, Business and Financial Services

Administrative Approval: September 14, 2009
Revised: March 29, 2010
Formerly: 6100