



Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6100 DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

Office(s) of Primary Responsibility:

Executive Business Officer

The Executive Business Officer is delegated the authority from the Chancellor responsibility and authority for any and all matters related to the financial standing of the entire District, including, but not limited to, all division, department, program, and unit fiscal activity. Oversight and management of the District's financial standing is provided by the specific departments and sections within Business Services, including Internal Audit, Accounting, Accounts Payable, Asset and Inventory Services, Auxiliary Organizations, Budget, Grants & Contracts, Purchasing and Contracting, Records Management, and Special Funds. These units are authorized to oversee, govern, and regulate according to the appropriate statutory requirements, code provisions, the California Community College Business and Accounting Manual, District Policies, and Administrative Procedures.

Responsibility to supervise budget preparation and management, oversee fiscal management of the district, contract for and 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 Executive Business Officer. 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 Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Executive Business Officer 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 Executive 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 regulation.

References: Education Code Section 70902(d), 81644, 84655, 81656,
Public Contract Code Sections 20651, 20658, 20659

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Supersedes: AP 6100, AP 6100.1