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**Last Approved:** N/A  
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**Next Review:** 6 years after approval  
**Owner:** Business & Fiscal Services  
 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

## BP 6100 Delegation of Authority, Business and Fiscal Affairs

*(Replaces current SBCCD BP 6100)*

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.

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Purchase and or contract requests which meet or exceed the formal bid limits set by Public Contract Code shall require approval by the Board to constitute an enforceable agreement. Such purchase and or contract requests must be approved by the Board before any payment to the vendor or on the contract can be issued.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payment that are under the formal bid limits set by Public Contract Code. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts.)

### References:

Education Code Sections 70902(d), 81655, and 81656  
 Public Contract Code Sections 17605, 20651, 20658, 20659, and 22034(c)

### Attachments:

[BP 6100 Delegation of Authority, Business and Fiscal Affairs - Comments](#)  
[BP 6100 Delegation of Authority, Business and Fiscal Affairs - Legal Citations](#)

## Approval Signatures

| Step Description | Approver                    | Date    |
|------------------|-----------------------------|---------|
|                  | Stacey Nikac: Administrator | 10/2018 |
|                  | Stacey Nikac: Administrator | 10/2018 |
|                  | Stacey Nikac: Administrator | 10/2018 |
|                  | Stacey Nikac: Administrator | 10/2018 |

**Sent for re-approval** by Stat, Policy

10/13/2017, 7:51PM EDT

**Draft saved** by Torres, Jose: Document Owner - Chapter 6

3/18/2018, 7:55PM EDT

**Comment** by Torres, Jose: Document Owner - Chapter 6

3/18/2018, 7:55PM EDT

Updated by B&FS; pending final approval by department for forwarding to District Assembly.

**Comment** by Goodrich, Kelly

3/19/2018, 4:48PM EDT

REVIEWED BY B&FS; NO CHANGES; READY TO SUBMIT TO DISTRICT ASSEMBLY

**Edited** by Stat, Policy

10/22/2018, 4:01PM EDT

10/2/18 DA: Keith Wurtz moved approval of BPs and APs listed. Mark McConnell seconded the motion. Stephanie Briggs abstained. All others in attendance approved.

**Last Approved** by Stat, Policy

10/22/2018, 4:01PM EDT

**Last Approved** by Stat, Policy

10/22/2018, 4:01PM EDT

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 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

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

The Executive Vice Chancellor is delegated authority from the 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 policies and procedures consistent with the provision of this regulation remains with the Executive Vice Chancellor. 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.

The named agents on the authorized signature list may approve purchase requests, award, sign, and execute contracts, and authorize payments that are under the formal bid limits set by Public Contract Code so long as the transactions comply with law and any limitations or requirements set forth therein. Purchases and or contracts under the formal bid limit shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts)

Furthermore, the named agents on the authorized signature list 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 Sections 70902(d), 81644, 81655, and 81656;  
 Public Contract Code Sections 17605, 20651, 20658, 20659, and 22034(c)

### Attachments:

- [AP 6100 Delegation of Authority, Business and Fiscal Affairs- Comments](#)
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|-------------------------|-----------------------------|-------------|
|                         | Stacey Nikac: Administrator | 10/2018     |
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