

**DELEGATION OF AUTHORITY, FINANCE AND BUSINESS**

<b>BP No. 6100</b>
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Board Adopted: 11/10/04

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- I. The Board delegates to the Superintendent/President 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.
- II. No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board.
- III. The Board shall approve in advance all contracts or purchase orders in the following dollar amounts including applicable sales tax, freight and other initial purchase costs:
  - A. Equipment, materials, supplies and services exceeding bid limit adjusted annually pursuant to Public Contract Code Section 20651;
  - B. Public Projects/Public Works (i.e.: construction, alterations, repairs or improvements of \$15,000 or greater;
  - C. Board approval is required for only the first year of multi-year contracts.
- IV. The Superintendent/President shall notice the Board, on a regular Board Meeting Agenda, of suppliers, vendors, contractors and other purchases or contracts when the annual aggregate of multiple expenses or contracts to one supplier, vendor, and contractor exceeds:
  - A. Equipment, materials, supplies and services which exceed current bid threshold;
  - B. Public Projects/Public Works greater than \$15,000;
  - C. Multi-year/long term contracts over (3) three years which exceeds current bid threshold
- V. The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.
- VI. Source/Reference  
Education Code Sections 70902(d); 81655; 81656. See also BP 1105.