

**Business Services**

1 **AP 6100 DELEGATION OF AUTHORITY, BUSINESS AND FISCAL**  
2 **AFFAIRS**

3 **References:**

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

6 The President/Superintendent delegates the authority to the Vice President of Business  
7 Services to: supervise budget preparation and management; oversee fiscal management  
8 of the District; and contract for, purchase, sell, lease, or license personal property, in  
9 accordance with Board Policy and applicable law. Responsibility for the development of  
10 internal policies and procedures consistent with the provision of this regulation remains  
11 with the Vice President of Business Services. This delegated authority is subject to the  
12 condition that certain transactions may be submitted to the President/Superintendent for  
13 review and approval from time to time as determined by the President/Superintendent.

14 When transactions do not exceed the dollar limits established in the Public Contract Code,  
15 the Education Code, or other laws pertaining to the taking of competitive bids, the Vice  
16 President of Business Services or his/her/their designee may contract for goods, services,  
17 equipment and rental of facilities so long as the transactions comply with law and any  
18 limitations or requirements set forth therein. Furthermore, the Vice President of Business  
19 Services or his/her/their designee may amend the terms and conditions of any contractual  
20 arrangement so long as the total expenditure of funds and period of contract do not  
21 exceed the limitations set forth in applicable law or regulation.

22 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved:** March 26, 2007

**Date Revised:** March 20, 2019; January 27, 2020

**Date Reviewed:** October 7, 2024