



BP 6100 **DELEGATION OF AUTHORITY, BUSINESS
AND FISCAL AFFAIRS**

References:

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

The Board of Trustees delegates to the Superintendent/President the authority to supervise the general business processes and procedures of the District including the proper administration of property and contracts; the budgeting, auditing, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets associated with the District. All transactions shall comply with applicable laws and regulations and board policies and procedures, and with the California Community Colleges Budget and Accounting Manual.

The Superintendent/President or designee shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Consistent with the Board's general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Superintendent/President or designee will:

- purchase supplies, materials, apparatus, equipment, and services (see BP/AP 6330 Purchasing);
- enter into contracts (see BP/AP 6340 Contracts);
- initially act on claims filed against the District (see BP/AP 3810 Claims Against the District);
- execute short-term leases of buildings or property (see BP/AP 6700 Civic Center and Other Facilities Use); and
- declare/dispose of District personal property. (see BP/AP 6550 Disposal of Property.)

No contract made pursuant to this delegation will be valid or constitute an enforceable obligation against the District unless and until it has been approved or ratified by the Board of Trustees as required by law or board policy. (See BP 6340 Contracts.)



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