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 designate 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 designate 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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