

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6100 DELEGATION OF AUTHORITY

References:

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

The Chancellor delegates authority to the Chief Business Officer 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. This delegated authority is subject to the condition that status reports and transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Chief Business Officer may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein, subject to subsequent ratification by the Board of Trustees. The Chief Business Officer 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, subject to subsequent ratification by the Board of Trustees. All transactions entered into pursuant to this delegation of authority shall be reviewed by the Board of Trustees every 60 days.

No employee of the District, member of the Board, or other agent of the District, is authorized to enter into oral or written agreements on behalf of the District. If an individual representing the District is alleged to have made an oral or written agreement involving the District, that agreement will be without force and will not be recognized as a valid agreement by the District. Discussion concerning agreement terms must be in writing and presented for approval by the Board of Trustees.

Ratified December 2, 2013