

**Business and Fiscal Affairs  
DRAFT as of 3/12/13**

**AP 6100 DELEGATION OF AUTHORITY**

**References:**

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

**NOTE:** A procedure on delegation of authority is not required, but is **legally advised**.  
The following is typical language.

The Vice Chancellor, Business Services is delegated authority from the Chancellor 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. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice Chancellor, Business Services. This delegated authority is subject to the condition that certain of these 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 Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice Chancellor, Business Services 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. Furthermore, the Vice Chancellor, Business Services 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.

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**NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and their legal counsel. The language in **blue ink** was added by Business Services on February 6, 2013. Barbara Yesnosky reviewed this procedure on March 12, 2013.

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**Date Approved:**

*(This is a new procedure recommended by the  
Policy and Procedure Service)*