



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6100.1 Delegation of Authority

Office(s) of Primary Responsibility:

Vice Chancellor of Business Services

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6100 Delegation of Authority.

B. Management Responsibilities

The Vice Chancellor of Business Services is delegated as authority 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 of 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 of 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 of 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.

Reference: BP 6100

Education Code Section 70902(d), 81644, 84655, 81656,; Public Contract Code Sections
20651, 20658, 20659

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.