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[Business & Fiscal Services](#)
Policy Area: [Chapter 6 General Institution](#)
References: [Legally Required](#)

BP 6100 Delegation of Authority, Business and Fiscal Affairs

(Replaces current SBCCD BP 6100)

The Board of Trustees delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Purchase and or contract requests which meet or exceed the formal bid limits set by Public Contract Code shall require approval by the Board to constitute an enforceable agreement. Such purchase and or contract requests must be approved by the Board before any payment to the vendor or on the contract can be issued.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payment that are under the formal bid limits set by Public Contract Code. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts.)

References:

Education Code Sections 70902(d), 81655, and 81656
Public Contract Code Sections 17605, 20651, 20658, 20659, and 22034(c)

Attachments

- [BP 6100 Delegation of Authority, Business and Fiscal Affairs - Comments](#)
- [BP 6100 Delegation of Authority, Business and Fiscal Affairs - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Jose Torres: Document Owner - Chapter 6 [KG]	01/2019
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	Stacey Nikac: Administrator	10/2018
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