

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6100

Delegation of Authority, Business and Fiscal Affairs

Date Adopted:	11/09/2004
Date Revised:	12/11/2015
Date Reviewed:	12/11/2015
References:	Education Code Sections 70902(d), 81644, 81655, 81656, Public Contract code Sections 20651, 20658, 20659

The Chief Business Officer is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease 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 Chief Business Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

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 Chief Business Officer or designee 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 Chief Business Officer or designee 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.

See Board Policy 6100.