

**CHAPTER 6: BUSINESS & FISCAL AFFAIRS  
ADMINISTRATIVE PROCEDURE NO. 6100**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Delegation of Authority, Business and Fiscal Affairs

**Adoption Date:** September 7, 2010

**Review Date:** September 23, 2014;  
November 10, 2015

**Responsible Area:** Vice President, Administrative Services

**Responsible Office:** Administrative Services

**Reference:** Board Policy No. 6100; Education Code Sections 70902(d), 81644, 81655 and 81656; Public Contract Code Sections 20651, 20658 and 20659

The Vice President of Administrative Services 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, 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 President of Administrative Services. 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 Vice President of Administrative 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 President of Administrative 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.