



**Kern Community College District
Board Policy**
Chapter 6 – Business and Fiscal Affairs

BP 6100 Delegation of Authority, Business and Fiscal Affairs

References:

Education Code Sections 70902(d), 81655, and 81656

Note: This policy is **legally required**.

The Board 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.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See **BP 6340 titled Bids and Contracts**).

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



**Kern Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services**

AP 6100 Delegation of Authority, Business & Fiscal Affairs

References:

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

Note: This procedure is **legally required**.

The Chief Business Officer is delegated authority from the District 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 Chief Business Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the District Chancellor for review and approval from time to time as determined by the District 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 Chief Financial Officer 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 Financial Officer 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.