



ADMINISTRATIVE

PROCEDURE

6100

DESERT COMMUNITY COLLEGE DISTRICT

DELEGATION OF AUTHORITY

The Vice President, 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, Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the 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, 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, 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.

Levels of Signing Authority:

The Vice President, Administrative Services will maintain a record of levels of signing authority based on the current organizational structure.

Modifications to the record of signing authority as a result of any changes to the organizational structure, approved by the Board, will be enacted under the authority of the Vice President, Administrative Services. Exceptions to the levels of signing authority, based on special operational needs, will be enacted under the authority of Vice President, Administrative Services. Modifications to the levels of signing authority for any other reason will require approval by the Board of Trustees.

Where an employee is to be absent for a period in excess of two days, signing authority may be delegated and should be reported to the Director, Fiscal Services. Where no prior arrangements have been made, authority will move to the next most senior administrator.

Level of Signing Authority	
Superintendent/President	Total unencumbered budget for transaction in question
Executive VP or Vice President	\$100,000 per transaction
Dean or Director, reporting to Vice President or President	\$10,000 per transaction
Other Employee*	\$ 1,000 per transaction

Notes:

*a. Upon approval by the Vice President, Administrative Services, signing authority may be delegated to a coordinator, manager or another employee. The delegated dollar limit may not exceed \$1,000 per transaction.

b. Standing Signing Authorities during absences:

- Vice President, Administrative Services for President
- Director of Fiscal Services for Vice President, Administrative Services

Reference: Education Code Section 70902(d); 72287, 81640, 81644, 81655, 81656, 81658, AP 6150

College Council Approved:

Administrator: VP Administrative Services

Board Meeting: October 17, 2014

Updated: September 17, 2007, February 23, 2010, October 17, 2014

Next Review: October 2019

College Planning Council: March 27, 2015