

Glendale Community College District

**6100**

Board Policy

**DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS**

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District.

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President or designee. Orders and transactions signed by the Superintendent/President or designee will be included on the standard warrant, purchase order and contract board reports each month. The authorized signatures shall be filed with the Los Angeles County Office of Education.

Prior board approval will be required for any contract that falls within the following criteria:

- 1) Any contract for real estate
- 2) Any contract that has been put out for formal bid
- 3) Any construction change order
- 4) Any acceptance of a construction contract as complete
- 5) Any professional service for attorneys, architects or construction management
- 6) Any contract that exceeds \$15,000 excluding the following: (a) Routine repair and maintenance services, (b) Software/hardware support contract renewals that are less than \$30,000
- 7) Any contract that may be controversial in nature

Contracts that fall within the above criteria will be brought as a separate board action for board approval.

All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

Reference:

Education Code Sections 70902(d); 81655, 81656, 85232, 85233

See Administrative Regulation 6100

Adopted: 10/18/2010

Reviewed: 06/30/16; 06/28/19