

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 6
Business and Fiscal Affairs

AP 6100 Delegation of Authority, Business and Fiscal Affairs

Reference

Education Code Section 70902; 81644; 81655; 81656;
Public Contract Code Sections 20651, 20658, 20659

- 1.0 The Board of Trustees has delegated authority to the Chancellor, Vice Chancellors, and Presidents to approve the following:
 - 1.1 Institutional Memberships \$1,000 or less.
 - 1.2 Individual Memberships \$1,000 or less. Individual memberships are generally considered personal obligations and will not be recommended unless warranted by extenuating circumstances for professional and civic organizations that support the mission and goals of the District.
 - 1.3 Hospitality-related costs, including food purchases, supplies, promotional materials, and other expenses for meetings, events, or other educational activities not to exceed \$5,000 per event, as long as it is an ongoing event and does not increase more than \$1,000 from the previous year. On new items the amount that can be authorized is \$1,000 per event.
- 2.0 The Board of Trustees has delegated authority to the Chancellor and the Vice Chancellor, Finance and Facilities, the authority to take action on property and liability and Workers' Compensation claims up to \$50,000.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
August 24, 2015 District Consultation Council
May 10, 2010 Chancellor's Cabinet,
September 26, 2005
February 22, 2005
December 13, 2004