



## ADMINISTRATIVE PROCEDURE

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

**ADMINISTRATIVE PROCEDURE #** 6100

**RELATED TO POLICY #** 6100 Delegation of Authority, Business and Fiscal Affairs

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The Chief Financial Officer is delegated authority from the President to supervise: budget preparation and management; oversee fiscal management of the College; 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 Financial Officer. 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 President.

When transactions do not exceed the dollar limits established 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.

### REFERENCES:

- ORS 341.290
- ORS 341.703 (Custodian of Funds)
- ORS 294.331 (Budget Officer)

### RESPONSIBILITY:

The President is responsible for implementing and updating this procedure.

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### NEXT REVIEW DATE:

**DATE OF ADOPTION:** 4/10/2019 by CC *(references added 5/11/2020)*

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**