

**KCCD Administrative Procedure Document Matrix for Chapter 6, Business and Fiscal Affairs
November 10, 2021**

Administrative Procedure Title	New Administrative Procedure Number	Prior KCCD Administrative Procedure Number Or New Procedure	Legally Required Yes/No	Unique to KCCD Yes/No	Last Revised
Delegation of Authority, Business & Fiscal Affairs	AP 6100	New	Yes	No	
Designation of Authorized Signatures	AP 6150	New	Yes	No	
Budget Preparation	AP 6200	Procedure 3A1 Budget Preparation	Yes	No	
Budget Management	AP 6250	New	Yes	No	
Fiscal Management	AP 6300	Policy 3A14 Fiscal Accountability Policy 3A2 Income Procedure 3A14A Fiscal Accountability Implementation Procedure 3A3D2 Guidelines for Processing and Maintaining Revolving Funds at the Colleges	Yes	No	
Reserves	AP 6305	New	No	No	
Debt Issuance and Management	AP 6307	New	No	No	
Accounting	AP 6310	New	No	No	
Fiscal Management	AP 6320	Policy 3A8 Investments	Yes	No	
Employee Indemnity Bonds	AP 6322	New	No	No	
Payroll	AP 6325	New	No	No	
Purchasing	AP 6330	Procedure 3A3E(b) Purchase Orders Procedure 3A3C Standardization of Microcomputers Procedure 3A5G Use of CAL-Cards Issued by Kern Community College District	Yes	No	
Bids and Contracts	AP 6340	Procedure 3A4(a) Purchasing Bids and Contracts	Yes	No	
Bids and Contracts - UPCCAA	AP 6345	New	Yes	No	
Contracts - Construction	AP 6350	New	No	No	
Job Order Contracts	AP 6355	New	No	No	

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Contracts – Electronic Systems and Materials	AP 6360	New	No	No	
Contracts – Accessibility of Information Technology	AP 6365	New	Yes	No	
Contracts - Personal Services	AP 6370	New	Yes	No	
Vendors	AP 6380	New	No	No	
Financial Audits	AP 6400	New	Yes	No	
Wireless or Cellular Telephone Use	AP 6450	New	No	No	
Property Management	AP 6500	Policy 3B5 Operations	No	No	
Security for District Property	AP 6520	New	No	No	
District Vehicles	AP 6530	New	No	No	
Use of District Equipment	AP 6535	New	No	No	
Insurance	AP 6540	New	Yes	No	
Disposal of Property	AP 6550	New	No	No	
Capital Construction	AP 6600	New	Yes	No	
Naming of Properties, Facilities, and Programs	AP 6620	Policy 3B4 Naing District/College Properties, Facilities, and Programs	No	No	
Civic Center and Other Facilities Use	AP 6700	Procedure 3B1(a) Guidelines for Use of District/College Property/Facilities	Yes	No	
Citizens Oversight Committee	AP 6740	New	Yes	No	
Parking	AP 6750	New	Yes	No	
Occupational Safety	AP 6800	New	Yes	No	
Hazardous Materials	AP 6850	New	No	No	
Bookstores	AP 6900	Procedure 3A6A3 Definition and Allocation of Net Proceeds	No	No	
Drug and Alcohol Testing	AP 6950	New	Yes	No	