

## AP 6150 Designation of Authorized Signatures

Reference:

*Education Code Section 85232, 85233*

1. The following are hereby designated as the District officers authorized to sign warrants on behalf of the District:
  - a. Superintendent/President
  - b. Vice President for Academic Services
  - c. Vice President for Student Services
  - d. Vice President for Business Services/Chief Business Officer
  - e. Director of Fiscal Services
2. Proper documentation regarding signing District warrants shall be filed with the County Superintendent of Schools.
3. The Chief Business Officer will withhold approval of District warrants when:
  - a. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
  - b. Established procedures have not been followed to permit verification of authenticity of the expenditure.