

AP 6150 Designation of Authorized Signatures

Reference: ***Education Code Section 85232, 85233***

Date Issued: February 12, 2007

The Vice Chancellor-Business Services is hereby designated as the District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools. (*Note: "proper documentation" may vary from district to district according to Education Code Section 85233, 85266*)

The Vice Chancellor-Business Services will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

The Vice Chancellor-Business Services is authorized to delegate signature authority to subordinate employees consistent with Board policy and the law, and subject to yearly review by the Chancellor.