

Business Services

1 **AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

2 **References:**

3 Education Code, Sections 85232 and 85233

4 The Board of Trustees annually adopts a resolution designating the authorized agents of
5 the District for the purposes of signing salary vendor warrants, contracts, and notices of
6 employment. On a periodic basis, Board agenda action items include information on the
7 warrants and dollar values.

8 The President/Superintendent delegates the authority to the Vice President of Business
9 Services to be the designated District officer authorized to sign warrants on behalf of the
10 District.

11 Proper documentation regarding signing District warrants shall be filed with the county
12 superintendent of schools.

13 The Vice President of Business Services will withhold approval of District warrants when:

- 14 • disbursement of the funds in any major account classification will exceed the
15 amount budgeted.
- 16 • established procedures have not been followed to verify authenticity of the
17 expenditure.

18 Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007

Date Reviewed: March 20, 2019; October 7, 2024