

**Business Services**

1 **BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

2 **References:**

3 Education Code, Sections 81655, 85232, and 85233

4 The Clerk of the Board of Trustees or the President/Superintendent shall be authorized  
5 to sign official documents for the Board of Trustees.

6 Authority to sign orders and other transactions on behalf of the Board of Trustees is  
7 delegated to the President/Superintendent and other officers appointed by the  
8 President/Superintendent.

9 The authorized signatures shall be filed with the County Office of Education.

10 Office of Primary Responsibility: Vice President, Business Services

11 See also AP 6150 titled Designation of Authorized Signatures

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**Date Adopted:** March 21, 2007

**Date Revised:** November 5, 2015

**Dates Reviewed:** March 20, 2019; October 16, 2024