

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6150

Designation of Authorized Signatures

Date Adopted:	06/12/1989
Date Revised:	04/24/2015
Date Reviewed:	04/24/2015
References:	Education Code Sections 85232, 85266.5

The Superintendent/President and Chief Business Officer are authorized to sign all documents on behalf of the District. The Superintendent/President may designate other designees specific authority to sign for specially funded contracts and claims; purchases orders; contracts for service; offer of employment; special bank accounts; state reports; agreement for use of facilities permits pursuant to Board Policy 6700; or any other documents requiring signatory approval.

The Chief Business Officer is hereby designated as the District officer authorized to sign warrants on behalf of the District in compliance with Education Code sections 85232 and 85266.5.

The approving official 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 expenditures

See Board Policy 6150.