

DESIGNATION OF AUTHORIZED SIGNATURES

The Vice Chancellor of 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.

The Vice Chancellor of 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.

Authorization for other documents is designated as follows:

- Application of Funds and Grants – Chancellor, Vice Chancellor of Business Services, Vice Chancellor of Technology and Learning Resources, or Executive Director of Fiscal Services/Comptroller
- Advertise for Bids – Chancellor, Vice Chancellor of Business Services, Executive Director of Purchasing, Central Services and Risk Management
- Checks – Chancellor or Vice Chancellor of Business Services
- Check Registers – Chancellor, Vice Chancellor of Business Services, or Executive Director of Fiscal Services/Comptroller
- Claim Settlements – Chancellor or Vice Chancellor of Business Services
- Collective Bargaining Agreements – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Construction Contracts/Change Orders – Chancellor or Vice Chancellor of Business Services
- Construction Contracts/Change Orders up to \$50,000 – Executive Director of Fiscal Services/Comptroller or Executive Director of Purchasing, Central Services and Risk Management
- Contracts for Supplies and Services – Chancellor or Vice Chancellor of Business Services

- Contracts for Supplies and Services up to bid limits – Executive Director of Purchasing, Central Services and Risk Management
- Employment Claim Settlements – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Employment Contracts – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- General Contracts – Chancellor, Vice Chancellor of Business Services, or Executive Director of Fiscal Services/Comptroller
- General Contracts up to \$50,000 - Executive Director of Purchasing, Central Services and Risk Management
- Notices of Employment/Changes of Status - Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Payroll Documents – Chancellor, Vice Chancellor of Business Services, Executive Director of Fiscal Services/Comptroller or Payroll and Benefits Manager
- Purchase Orders – Chancellor, Vice Chancellor of Business Services, Executive Director of Fiscal Services/Comptroller or Executive Director of Purchasing, Central Services and Risk Management
- Travel Spend Authorizations/Reimbursements – college and District classified management staff and academic administrative staff

Reference:

Education Code Sections 85232, 85233

Adopted: 08-26-08
Revised: 02-11-16
Revised: 09-13-18