

# ADMINISTRATIVE REGULATION 3005

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## DESIGNATION OF AUTHORIZED SIGNATURES

The Deputy Chancellor 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 Deputy Chancellor 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.

*Reference:*

*Education Code Sections 85232, 85233*