

Chapter 6 - Business and Fiscal Affairs

AP 6150 Designation of Authorized Signatures

References:

Education Code Sections 85232 and 85233

The Chief Fiscal Officer is hereby designated as the College officer authorized to sign warrants and checks on behalf of the College.

Proper documentation regarding signing College warrants shall be filed with the Los Angeles County Superintendent of Schools.

The Chief Fiscal Officer will withhold approval of College warrants when:

- disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted; and
- established procedures have not been followed to permit verification of authenticity of the expenditure.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016