

Approved
January 27, 2009
Last Revised
July 15, 2016
Last Reviewed
July 15, 2016

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 85232, 85233, and 85266

The Board President and District Chancellor, as the Secretary of the Board of Trustees, are authorized to sign District warrants. Warrants on District funds may be signed by facsimile signature.

The Chief Business Officer or designee shall 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.

All District warrants shall require two signatures.

Associated Student Organizations' warrants shall be signed by the Vice President of Student Services and the Vice President of Administrative Services or designees.

Bookstore warrants shall be signed by the Executive Director of Fiscal Services and the Bookstore Supervisor.

Pursuant to the District's Purchasing Approval Matrix, the following individuals have signature authority for purchases and contracts:

- **General Purpose**

\$1 to \$10,000	VP of Administrative Services or Business Services Supervisor
\$10,001 to Statutory Bid Limit	District Chancellor, Vice Chancellor, or College President
Over Statutory Bid Limit	District Chancellor or Chief Business Officer after Board approval

- **Public Works Projects**

\$1 to \$14,999	District Chancellor, Vice Chancellor, or College President
Over \$15,000	District Chancellor or Chief Business Officer after Board approval

- **Professional Services/Consultants**

\$1 to \$39,450	District Chancellor, or Vice Chancellor, or VP of Administrative Services
\$39,451 to Statutory Bid Limit	District Chancellor, or Vice Chancellor, or College President
Over Statutory Bid Limit	District Chancellor or Chief Business Officer after Board approval

Textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals per Education Code Section 81651: Vice President of Academic Affairs and the Dean of Library Services.