

**Business and Fiscal Affairs  
DRAFT as of 3/12/13**

**AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

**References:**

Education Code Sections 85232 and 85233

**NOTE:** A procedure to designate authorized signatures is **legally required**. The following is typical and complies with requirements.

The Vice Chancellor, Business Services or designee(s) 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. **NOTE:** "Proper documentation" may vary from district to district according to Education Code Sections 85233 and 85266)

The Vice Chancellor, Business Services or designee(s) 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.

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and their legal counsel. The language in **blue ink** was added by Business Services on February 6, 2013. Barbara Yesnosky reviewed this procedure on March 12, 2013.

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**Date Approved:**

*(This is a new procedure recommended by the  
Policy and Procedure Service)*