



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 6 – Business and Financial Services

#### AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

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Office(s) of Primary Responsibility:

Executive Business Officer

The Executive Business Officer is hereby designated as the District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be maintained in accordance with Education Code Sections 85233 and 85266.

The Executive Business Officer 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.

#### Authorized Signatory: Non-Warrants

The Executive Business Officer or designee will distribute a District Signature Authority list with updated the names of employees designated as authorized to act on behalf of the district at the beginning of each fiscal year.

The District Signature Authority list identifies the names of individuals who are delegated specific authority by the Chancellor as defined in the District Signature Authority list. The authorized signature list is subordinate to Board Policies. In the event that the authorized signature list does not agree with board policy, the board policy shall prevail.

#### **References:**

Education Code Section 85232 and 85233

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**Date Approved: September 22, 2009**

**Revised:** September 18, 2023

*Supersedes: AP 6150.1*