



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6150.1 Delegation of Authorized Signatures

Office(s) of Primary Responsibility:

Vice Chancellor of Business Services
Controller

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6150 Delegation of Authorized Signatures.

B. Management Responsibilities

The Vice Chancellor of Business Services or his/her designee will update the names of employees authorized to act on behalf of the district at the beginning of each fiscal year.

The authorize signors are delegated specific authority by the Chancellor as defined in the authorized signature list.

Reference: BP 6150

Education Code Section 85232, 85233

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.