

Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Designation of Authorized Signatures
Code	AP 6150
Status	Active
Legal	Education Code Sections 85232 and 85233
Cross References	BP 6150
Adopted	September 7, 2010
Last Revised	April 28, 2015
Last Reviewed	February 9, 2022
Origin	Vice President, Administrative Services
Office	Administrative Services

The Superintendent/President, Vice President of Administrative Services, or Director Fiscal Services are hereby designated as the District officers authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the Siskiyou County Treasurer.

The Vice President of Administrative Services 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.

The Board of Trustees authorizes the Vice President of Administrative Services to establish necessary clearing accounts and a revolving account in a commercial bank.