



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Warrants
Code	AP 6315
Status	Active
Legal	Education Code Section 85230, et seq
Adopted	October 20, 2020
Last Reviewed	September 23, 2020
Origin	Vice President, Administrative Services

It shall be the responsibility of the Vice President of Administrative Services or designee to have warrants drawn on the county treasury against district funds for the payment of expenses of the District in a timely manner. Warrants for salary and other District expenses shall be charged against designated categories of expenditures. The Board of Trustees shall approve the vendor, payroll and financial aid warrants on a regular basis.

Only authorized personnel may sign warrants, as identified in Administrative Procedure 6150, Designation of Authorized Signatures.