

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 85232, 85233, and 85266

The Chancellor delegates to the Chief Business Officer the authority to sign warrants on behalf of the District. The Chief Business Officer may also authorize other individuals to sign warrants on behalf of the District.

The District shall provide required documentation regarding the signature authority for District warrants to the Orange County Superintendent of Schools.

The Chief Business Officer will withhold approval of District warrants when:

- The disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- If established procedures have not been followed permitting verification of the authenticity of the expenditure.

Ratified December 2, 2013