

# AP 6150 Designation of Authorized Signatures

## Reference:

*Education Code Sections 85232, 85233*

The Chief Fiscal Officer (CFO) is hereby designated as the College officer authorized to sign warrants and checks on behalf of the College.

Proper documentation regarding signing College warrants shall be filed with the Kern County Superintendent of Schools.

The CFO will withhold approval of College warrants when:

- A. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- B. Established procedures have not been followed to permit verification of authenticity of the expenditure.

The Board President and the Secretary of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

The Secretary of the Board of Trustees or the Superintendent/President shall be authorized to sign official documents for the Board of Trustees. The authorized signatures shall be filed with the Kern County Superintendent of Schools.

In the absence of the above mentioned, the CFO may sign for the Board of Trustees. Others may be authorized by Board Resolution.

Authority to sign warrants, orders and other transactions on behalf of the Board of Trustees is delegated to the Superintendent/President and other officers appointed by the Superintendent/President. Such orders and transactions shall be reported to the Board of Trustees.

The CFO will withhold approval of District warrants when:

- A. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- B. Established procedures have not been followed to permit verification of authenticity of the expenditure.