

**CHAPTER 6: BUSINESS & FISCAL AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 6150**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Designation of Authorized Signatures

Adoption Date: September 7, 2010

Revision Date: April 28, 2015

Responsible Office: Administrative Services

Reference: Board Policy No. 6150; Education Code Sections 85232 and 85233

The Superintendent/President, Vice President of Administrative Services or Controller 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 County Superintendent of Schools.

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.

Any expenditures exceeding \$25,000 will require Board approval.