

ADMINISTRATIVE PROCEDURE 6150 DESIGNATION OF AUTHORIZED SIGNATURES

- A. The Vice Chancellor Finance and Administration is hereby designated as the District officer authorized to sign warrants on behalf of the District.
- B. Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.
- C. The Vice Chancellor Finance and Administration will withhold approval of District warrants when:
 - 1. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
 - 2. Established procedures have not been followed to permit verification of authenticity of the expenditure.

Approved by the Chancellor: January 30, 2013