

**DESIGNATION OF AUTHORIZED SIGNATURES**

*Reference: Education Code Sections 85232 and 85233*

The Superintendent/President is authorized to sign warrants. In addition, the Vice President for Business and Financial Affairs or designee is authorized to sign warrants on behalf of the District. The Superintendent/President is authorized to delegate the authority to sign orders, warrants and other transactions of the District.

The Vice President for Business and Financial Affairs or designee will withhold approval of District warrants when:

- A. The disbursement of funds would result in the total expenditure amount in any major account (Object classification) exceeding the Governing Board-approved amount budgeted in that major account.
- B. Established procedures have not been followed to permit verification of authenticity of the expenditure.

Warrants on District funds may be signed by facsimile signature.

The Superintendent/President specifically delegates the following authorities:

- Warrants: Vice President for Business and Financial Affairs (VPBFA)
- Board-authorized contracts: VPBFA, Director of Procurement, Central Services, and Risk Management
- Other documents related to Board-approved contracts that are necessary for the legal execution of those contracts: VPBFA, Director of Procurement, Central Services, and Risk Management
- Purchasing and Contracting documents: See AP 6330

Office of Primary Responsibility: Vice President for Business and Financial Affairs