

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 85232 and 85233

The Chief Business Officer is hereby designated as the District officer authorized to sign warrants or electronically transfer funds on behalf of the District.

District Board of Trustees shall authorize delegated signature authority for various types of documents on an annual basis by Board resolution.

Proper documentation regarding signing District warrants shall be filed with the Marin County Office of Education (MCOE), Superintendent of Schools.

The Chief Business Officer 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; and/or-
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Also see BP/AP 5420 Associated Students Finance

Office of Primary Responsibility: Administrative Services

Date Approved: May 13, 2008

Date Reviewed/Revised: April 19, 2016

Date Revised: April 18, 2023