

## **CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES**

### **AP 6150                    DESIGNATION OF AUTHORIZED SIGNATURES**

**References:**              Education Code Sections 85232 and 85233

The Superintendent/President, Vice President of Finance and Administrative Services, Director of Fiscal Services, or Associate Director of Fiscal Services 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 annually or as necessary for revisions.

The Vice President of Finance and Administrative Services will withhold approval of District warrants when established procedures have not been followed to permit verification of authenticity of the expenditure.

See Board Policy 6150 Designation of Authorized Signatures

Board Approved	07/21/09
Desk Review	02/04/13
Revised	06/20/17
Revised	03/15/22