
Administrative Procedure
Chapter 6 – Business & Fiscal Affairs

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 85232 and 85233

The Vice President, Business Services or designee is hereby designated as the District officer authorized to sign warrants, requisitions and purchase orders (PO's) on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the Los Angeles County Office of Education (LACOE).

The Vice President, Business 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.

Also see BP 6150 Designation of Authorized Signatures.

Approved: May 25, 2022

(This is a new procedure)