

The Board of Trustees annually adopts a resolution designating the authorized agents of the District for the purposes of signing salary vendor warrants, contracts, and notices of employment. On a periodic basis, Board agenda action items include information on the warrants and dollar values.

The Superintendent/President delegates the authority to the Vice President of Administrative Services to be the designated District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Vice President of Administrative Services will withhold approval of District warrants when:

1. Disbursement of the funds in any major account classification will exceed the amount budgeted.
2. Established procedures have not been followed to verify authenticity of the expenditure.

References:

Education Code, Sections 85232 and 85233

January 20, 2016