

**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 or 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.

The Vice President of Finance and Administrative 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.

Board Approved 07/21/09