PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6150**

Designation of Authorized Signatures

Reference: Education Code Sections 85232, 85233

The President, Vice President, and Clerk of the Board (in case of the President's absence), the Superintendent/President and the Vice President of Administrative Services are authorized to sign contracts, documents, and reports on behalf of the Board after approval of such items by the Board.

The President, Vice President, and Clerk of the Board (in case of the President's absence), the Superintendent/President, and the ~~Vice President of Administrative Services~~ Chief Human Resources Officer are authorized to sign documents and reports as required and to sign notices of employment.

Approval of District warrants shall be withheld 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.

The Board of Trustees may delegate by Board action the authorization of management and confidential staff and classified staff in administrative services to sign checks and accounts of the District. This authorization will be reviewed annually.

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

(Formerly PVC Board Policy 7230)

11/19/08 College Council Approval
12/09/08 Board First Read
01/27/09 Board Second Read and Approval
09/01/15 College Council Approval
09/08/15 Board Information Item