



Administrative Regulation
Chapter 6 – Business & Fiscal Affairs

AR 6150 DESIGNATION OF AUTHORIZED SIGNATURES

Biannually the Superintendent/President will provide the Board of Trustees with a list of designees appointed to sign orders and transactions on behalf of the District for ratification. Proper documentation regarding signing District warrants shall be filed with the County Superintendent of Schools.

- The Superintendent/President or designee will withhold approval of 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.

References: Education Code Sections 85232 and 85233

*Reviewed and Approved by Senior Staff: 6-8-2021
(This is a new regulation)*