Glendale Community College District

6150

Administrative Regulation

DESIGNATION OF AUTHORIZED SIGNATURES

Each year, the Board of Trustees shall approve a resolution designating which

employees are authorized to sign warrants and contracts on behalf of the District.

A "Certification of Signatures" regarding signing of District warrants and contracts shall

be filed with the county superintendent of schools.

The Chief Business Officer or Controller 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.

References:

Education Code Sections 85232 and 85233

Adopted: 3/12/13