

ADMINISTRATIVE REGULATION

6150

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

DESIGNATION OF AUTHORIZED SIGNATURES

The Vice Chancellor of Business Services is hereby designated as the 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 Chancellor of Business 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.

Authorization for other documents is designated as follows:

- Application of Funds and Grants – Chancellor, Vice Chancellor of Business Services, Vice Chancellor of Educational and Technology Services, or Executive Director of Fiscal Services
- Advertisements for Bids – Chancellor, Vice Chancellor of Business Services, Executive Director of Purchasing, Central Services, and Risk Management, or Assistant Director of Purchasing and Contracts
- Checks – Chancellor or Vice Chancellor of Business Services
- Check Registers – Chancellor, Vice Chancellor of Business Services, Executive Director of Fiscal Services, or Assistant Director of Fiscal Services
- Claim Settlements for Property and Liability – Chancellor or Vice Chancellor of Business Services
- Collective Bargaining Agreements, Tentative Agreements, Memorandums of Understanding, and Side Letter Agreements – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Contracts or Agreements/Change Orders/Contract Amendments (other than employment contracts) – Chancellor, Vice Chancellor of Business Services, or Executive Director of Fiscal Services
- Contracts or Agreements/Change Orders/Contract Amendments (other than employment contracts) up to \$100,000 – Executive Director of Purchasing, Central Services, and Risk Management

Adopted: 08-26-08
Revised: 02-11-16
Revised: 09-13-18

Revised: 09-16-21
Revised: 11-07-24

Page 1 of 2

- County Warrants – Vice Chancellor of Business Services
- Department of Motor Vehicles (DMV) Paperwork – Executive Director of Fiscal Services or Executive Director of Purchasing, Central Services, and Risk Management
- Employment Claim Settlements – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Employment Contracts – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Facilities Use Agreements (short-term) – Vice President for College Administrative Services, Senior Director of College Facilities, or Director of Facilities
- Grant Agreements – Chancellor, Vice Chancellor of Business Services, or Executive Director of Fiscal Services
- Grant Agreements up to \$100,000 – Executive Director of Purchasing, Central Services, and Risk Management
- Notices of Employment/Changes of Status – Chancellor, Vice Chancellor of Business Services, or Vice Chancellor of Human Resources
- Payroll Documents – Chancellor, Vice Chancellor of Business Services, Executive Director of Fiscal Services, or Payroll and Benefits Manager
- Purchase Orders – Chancellor, Vice Chancellor of Business Services, Executive Director of Fiscal Services, or Executive Director of Purchasing, Central Services, and Risk Management
- Travel Spend Authorizations/Reimbursements – college and District management team members

Reference:

Education Code Sections 85232 and 85233

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