

**DESIGNATION OF AUTHORIZED SIGNATURES**

<b>AP No. 6150</b>
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Board Reviewed: 08/16/2006; 04/14/2021

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I. Authorized signers

- A. The Superintendent/President, Vice President of Finance and Business, and other officers as designated by the Superintendent/President are designated as the Rio Hondo Community College District officers authorized to sign warrants on behalf of the District.
- B. Proper documentation regarding signing District warrants shall be filed with the County Superintendent of Schools.

II. Withholding approval

- A. The Vice President of Finance and Business or designee will withhold approval of District warrants when:
  - 1. Disbursement of the funds will result in the total amounts expended in any major account classification exceeds the amount budgeted, or
  - 2. Established procedures have not been followed to permit verification of authenticity of the expenditure

III. Sources/references

- A. Education Code Sections 85232, 85233, and 85266