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