

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.03.1 (AP 6150)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** 8.03.1 Designation of Authorized Signatures

**Revision Date:** 12/12

**References:** Education Code Sections 85232 and 85233

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1. The Chancellor, Executive Vice Chancellor, Chief Financial Officer and Director of General Services are hereby designated as the District officers authorized to sign warrants on behalf of the District.
  2. The Executive Vice Chancellor and the Chief Financial Officer will withhold approval of District warrants when:
    - a. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
    - b. Established procedures have not been followed to permit verification of authenticity of the expenditure.