

### 8.03 Authorized Signatures

- 1 The Chancellor is authorized to sign all District documents, according to Board policy and the Education Code.
- 2 College and District administrators are authorized, within District- and Board-approved guidelines and the line item budgets, to initiate and approve for payment documents as identified in this policy and in Section 8.02. All such disbursements shall be ratified by the Board on the District Warrants Report.
- 3 The following shall be considered District authorizations for payment when signed by the designated authorized person. Until the authorized person has signed the appropriate document, no authorization exists.

Authorized to sign

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| a. | Classified and certificated hourly timesheets                            | Responsible College/District administrator                                  |
| b. | Certificated or classified personnel salary placement                    | Chancellor, Executive Vice Chancellor, Chief Financial Officer, or designee |
| c. | Lease agreements for use of off-campus facilities                        | Executive Vice Chancellor, Chief Financial Officer, <b>or designee</b>      |
| d. | Independent contracts, up to the amount authorized in the Education Code | Executive Vice Chancellor, Chief Financial Officer, or designee             |
- 4 The following shall not be considered official District documents until signed by the designated authorized person:

Authorized to sign

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|----|---|---|
| a. | Applications, reports, contracts, and other documents for categorically and specially funded programs | Chancellor, Executive Vice Chancellor, or Chief Financial Officer |
| b. | Assurance of compliance with federal Department of Health and Welfare Civil Rights regulations        | Chancellor or Executive Vice Chancellor                           |
| c. | Receipt of merchandise/services   | Responsible College/District administrator                        |
| d. | Required state reports (attendance, costs, HEGIS, etc.)   | Chancellor, Executive Vice Chancellor, or College Presidents      |

8.03 Authorized Signatures (continued)

Authorized to sign

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| e. | Reports required by San Mateo County or the County Office of Education | Executive Vice Chancellor, Chief Financial Officer, or designee                     |
| f. | Use of facility permits  | College President, Executive Vice Chancellor, Chief Financial Officer, or designees |
5. District warrants and draws on account funds shall be signed by the Chancellor, Executive Vice Chancellor, Chief Financial Officer, or Director of General Services.
- a. District warrants shall be submitted to the Board for approval or ratification as required monthly.
- b. The Chancellor will designate, subject to the approval of the Board, how and by whom checks will be signed on student body funds, cafeteria, bookstores, and other Board authorized funds and accounts.
- c. District warrants and other financial instruments may be signed by facsimile signature of authorized signatory.

(Revised ~~9/08~~ xx/11)

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