

SOLANO COMMUNITY COLLEGE DISTRICT

PAYMENT OF VENDOR WARRANTS

3240

POLICY: A listing of warrants shall be presented to the Governing Board for ratification at each regular meeting of the Governing Board.

REFERENCES/

AUTHORITY: California Education Code, Sections 81655-81656, 85234-85235

WCW/jkb

Policy 3240

ADOPTED: November 1, 1971

REVISED: January 17, 1990

REVIEWED: 2008 – No Updates

**SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES**

PAYMENT OF VENDOR WARRANTS

3240

PROCEDURE: The Accounts Payable Specialist prepares vendor payments on a weekly basis.

The order directing the County Office of Education to process the payment of vendor warrants is signed by a District employee authorized by the Governing Board.

The warrants, register, and a copy of all documentation are brought to the County Office of Education for auditing and signing of the warrants.

The County Office of Education releases the signed warrants to an authorized District employee for distribution by the Business Office.

The warrant register and agenda item sheet are submitted to the Superintendent's Office for inclusion in the Governing Board's agenda packet for ratification at their next regularly scheduled meeting.

SRA/jkb

Policy 3240

Governing Board Review: January 17, 1990