

**SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES**

DESIGNATION OF AUTHORIZED SIGNATURES

PROCEDURE #3090

PROCEDURES

The Chief Business Officer, or their designee, is hereby designated as the District officer authorized to sign warrants on behalf of the District. Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Chief Business Officer, or their designee, may withhold approval of District warrants when (1) disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted, or (2) when established procedures have not been followed to permit verification of authenticity of the expenditure, or (3) when a purchase exceeds \$50,000 without prior approval of the Board of Trustees.

REFERENCES/AUTHORITY: Education Code Sections 85232 and 85233

GOVERNING BOARD REVIEW: October 4, 2023