

**SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES**

PAYMENT OF VENDOR WARRANTS

PROCEDURE #3240

PROCEDURE: Accounts Payable prepares vendor payments on a schedule prescribed by the Solano County Office of Education.

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.

Governing Board Review: January 17, 1990; October 4, 2023