

**SOLANO COMMUNITY COLLEGE DISTRICT**

**ACCOUNTING – AUTHORIZATION TO SIGN CHECKS,  
WARRANTS AND ORDERS FOR PAYMENT**

**3090**

**POLICY:** The Governing Board shall designate specified personnel who are authorized to sign checks, warrants, and orders for payment when the signature of the responsible person(s) change. The designation shall be made in a formal resolution which shall be filed with the County Superintendent of Schools. No person other than an officer or employee of the district shall be authorized to sign orders.

**REFERENCES/AUTHORITY:** California Education Code, Sections 85232, 85233

**ADOPTED:** November 21, 2001

**REVISED:** October 4, 2023

**REVIEWED:** 2008 – No Updates; October 4, 2023