

BP 5150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 81655, 85232, and 85233

The Secretary of the Board of Trustees, or the Chancellor, shall be authorized to sign official documents for the Board of Trustees (See AP 1210 titled Officers).

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor. The Chancellor delegates items related to business and fiscal affairs to the Vice Chancellor, Business and Financial Services.

The authorized signatures shall be filed with the Riverside County Office of Education.

Date Adopted: March 15, 2011

Formerly: 6150

AP 5150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 81655, 85232, 85233, and 85266

Each Trustee and the following administrative positions are designated and authorized to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders and grant documents on behalf of the District:

Chancellor
Vice Chancellor, Business and Financial Services
Vice Chancellor, Human Resources and Employee Relations
Controller
Director, Risk Management, Safety and Police Services
Director, Business Services

In addition, the following administrative positions are authorized to sign the listed documents:

Payroll Manager	Salary Payment Orders, Notices of Employment, Vendor Warrant Orders and Purchase Orders
Director, Human Resources and Employee Relations	Self-Insurance Funds, and Section 125 Plan-Wire Transfer Documents
Chief of Staff and Facilities Development	Change Orders
Associate Vice Chancellor, Economic Development	Customized Solutions and Community Education Professional Services Agreements

Proper documentation regarding signing District warrants shall be filed with the Riverside County Superintendent of Schools.

The Vice Chancellor, Business and Financial Services will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Office of Primary Responsibility: Vice Chancellor, Business and Financial Services

Date Approved: January 31, 2011

Revised: June 21, 2011

Revised: December 15, 2011

Revised: February 19, 2013

Revised: December 10, 2013

Revised: August 15, 2016

Formerly: 6150