

DESIGNATION OF AUTHORIZED SIGNATURES

The President/Superintendent; the Senior Vice President, Chief Instructional Officer; the Vice President, Chief Business Officer; the Vice President, Chief Student Services Officer; and the Director, Fiscal Services are authorized to sign on behalf of the District on all District Financial Accounts up to the limits listed below. Special purpose financial accounts may also carry additional signatories of departmental personnel.

	<u>% of State Bid</u> <u>Limit</u>
President/Superintendent	No Limit
Vice President, Chief Business Officer	400%
Other Senior Administrative Staff	50%
Cost Center Managers	10%

Contracts totaling more than the state bid limit are to be presented to the Board for approval by the Vice President, Chief Business Officer.

Purchase orders, when supported with requisitions approved by the appropriate Cost Center Managers (see above authority limits), may be signed by either the Vice President, Chief Business Officer, the Director of Fiscal Services, or the Purchasing Specialist.

Pursuant to Public Contract Code Section 20651, the Bid Threshold Limit is adjusted annually by the State Board of Governors. Current State bid limit amounts are available from the Vice President, Chief Business Officer's office.

The Vice President, Chief Business Officer, will withhold approval of District checks 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.

Reference: Education Code Section 85232, 85233

Approved: 10/3/06

Former Administrative Regulation #602.01: "Contract Approval and Signature Authority," Approved 2/5/90;

Revised 10/3/94, 10/2/01