



Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6150 Designation of Authorized Signatures

References:

Education Code Sections 85232 and 85233,
Government Code Section 16.5,
2 California Code of Regulations (CCR) Section 22000 (2 CA ADC Section
22000),
California Civil Code 1633.7, 1633.8 and 1633.9,
California Code of Civil Procedure (CCP) 34,
15 U.S. Code CHAPTER 96 (Subchapter I, Sec. 7001- 7006)

The Vice President for Finance and Administrative Services is hereby designated as the District officer authorized to sign warrants on behalf of the District.

In addition, the Governing Board will annually adopt resolutions authorizing and naming the designated agents to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions in the name of the District. The Governing Board shall be responsible for filing, or causing to be filed, with the San Diego County Office of Education, the verified signature of each person authorized to sign orders in its name. The Governing Board will adopt resolutions for any changes in authorized signatories. No person other than the Vice President for Finance and Administrative Services or designee is authorized to sign orders, commit the District to contracts, authorize expenditure of funds or enter into employment agreements and other legal actions.

Warrants on District funds may be signed by facsimile signature.

An electronic or digital signature may be a marking that is either computer generated or produced by electronic means, and may be used if the signature complies with state and federal standards, and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic or digital signature shall have the same force and effect as the use of a manual signature if the requirements for electronic or digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

The Vice President for Finance and Administrative Services will withhold approval of District warrants when:

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

Also see BP 6150 Designation of Authorized Signatures.

Office of Primary Responsibility: Finance and Administrative Services

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