



ADMINISTRATIVE PROCEDURES

No. 6150.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DESIGNATION OF AUTHORIZED SIGNATURES

The Assistant Superintendent/Vice President of Administrative Services is hereby designated as the District officer authorized to sign warrants and behalf of the District.

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

The Assistant Superintendent/Vice President of Administrative 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.

References: Education Code Sections 85232 and 85233