

**Administrative Procedure 6150
Designation of Authorized Signatures**

- A. The Chief Operating Officer is hereby designated as the District officer authorized to sign warrants on behalf of the District.
- B. The Board shall authorize delegated signature authority for contracts, purchase orders and other contractual transactions on an annual basis by Board resolution.
- C. Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.
- D. The Chief Operating Officer will withhold approval of District warrants when:
 - 1. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
 - 2. Established procedures have not been followed to permit verification of authenticity of the expenditure.

Approved by the Chancellor: January 30, 2013

Revised and approved by the Chancellor: April 8, 2025