

ADMINISTRATIVE REGULATION 6150

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

DESIGNATION OF AUTHORIZED SIGNATURES

The Vice Chancellor, Business Services is hereby designated as the District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Vice Chancellor, Business 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.

Authorization for other documents is designated as follows:

- Application of Funds and Grants – Chancellor, Vice Chancellor, Business Services, Vice Chancellor, Educational and Technology Services, or Executive Director of Fiscal Services
- Advertisements for Bids – Chancellor, Vice Chancellor, Business Services, Executive Director of Purchasing, Central Services, and Risk Management, or Assistant Director of Purchasing and Contracts
- Checks/ACHs – Chancellor or Vice Chancellor, Business Services
- Check Registers – Chancellor, Vice Chancellor, Business Services, Executive Director of Fiscal Services, or Assistant Director of Fiscal Services
- Claim Settlements for Property and Liability – Chancellor or Vice Chancellor, Business Services
- Collective Bargaining Agreements, Tentative Agreements, Memorandums of Understanding, and Side Letter Agreements – Chancellor, Vice Chancellor, Business Services, or Vice Chancellor, Human Resources
- Contracts or Agreements/Change Orders/Contract Amendments (other than employment contracts) – Chancellor, Vice Chancellor, Business Services, or Executive Director of Fiscal Services
- Contracts or Agreements/Change Orders/Contract Amendments (other than employment contracts) up to \$100,000 – Executive Director of Purchasing, Central Services, and Risk Management

Adopted:	08-26-08	Revised:	09-16-21
Revised:	02-11-16	Revised:	11-07-24
Revised:	09-13-18	Revised:	09-17-26

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- Department of Motor Vehicles (DMV) Paperwork – Executive Director of Fiscal Services or Executive Director of Purchasing, Central Services, and Risk Management
- Employment Claim Settlements – Chancellor, Vice Chancellor, Business Services, or Vice Chancellor, Human Resources
- Employment Contracts – Chancellor, Vice Chancellor, Business Services, or Vice Chancellor, Human Resources
- Facilities Use Agreements (short-term) – Vice President for College Administrative Services, Senior Director of College Facilities, or Director of Facilities
- Grant Agreements – Chancellor, Vice Chancellor, Business Services, or Executive Director of Fiscal Services
- Grant Agreements up to \$100,000 – Executive Director of Purchasing, Central Services, and Risk Management
- Notices of Employment/Changes of Status – Chancellor, Vice Chancellor, Business Services, or Vice Chancellor, Human Resources
- Payroll Documents – Chancellor, Vice Chancellor, Business Services, Executive Director of Fiscal Services, Payroll and Benefits Manager, or Payroll and Benefits Operations Supervisor
- Purchase Orders – Chancellor, Vice Chancellor, Business Services, Executive Director of Fiscal Services, or Executive Director of Purchasing, Central Services, and Risk Management
- Travel Pre-approvals/Reimbursements – college and District management team members
- Wire Transfers – Chancellor or Vice Chancellor, Business Services

*Reference:**Education Code Sections 85232 and 85233*

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