



**AP 6150      Designation of Authorized Signatures**

The Superintendent/President or Chief Business Officer 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 Superintendent/President or Chief Business Officer 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