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4 **AUTHORIZED SIGNATURES**
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6 **A. Approving Authority**
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- 8 1. In accordance with the provisions of the legal codes of the State of California, the
9 Board may delegate its authority to named agents prior to ratification. Those
10 agents are designated annually by Board action. Only the Board and/or those
11 agents are authorized to commit the District to contracts, expenditure of funds,
12 employment of personnel, and other legal actions.
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14 2. Such delegation of authority shall be accomplished by Board approval of an
15 authorized signature list at least once each fiscal year.
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17 **B. Recommending Authority**
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- 19 1. The Responsibility Center Manager recommends approval of those matters that
20 require an authorized signature defined in Paragraph "A" above. The
21 Responsibility Center Manager approves most internal District transactions for
22 college departments and/or divisions.
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24 2. Each college president shall send to the Chancellor a list of responsibility center
25 managers in July of each year or as the positions may change during the year.
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27 **C. Procedural Authorization**
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- 29 1. A manager or supervisor with signature authority at any level must have additional
30 approval from his/her supervisor on any matter that involves expenditure of funds
31 on that manager's behalf.
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33 2. A manager of a categorical program must have an additional approval from his/her
34 supervisor for expenditure of categorical funds.
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