

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.03 (BP 6150)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.03 Authorized Signatures
Revision Date: 3/11; 3/14
Policy References: Education Code Sections 85232 and 85233

1. The Chancellor is authorized to sign all District documents, according to Board policy and the Education Code.
2. College and District administrators are authorized, within District- and Board-approved guidelines and the line item budgets, to initiate and approve for payment documents as identified in this policy and in Section 8.02. All such disbursements shall be ratified by the Board of Trustees on the District Warrants Report.
3. The following shall be considered District authorizations for payment when signed by the designated authorized person. Until the authorized person has signed appropriate document, no authorization exists.

Authorized to Sign

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| a. Classified and certificated hourly timesheets | Responsible College/District administrator |
| b. Certificated or classified personnel salary placement | Chancellor, Executive Vice Chancellor, Vice Chancellor of Human Resources, Chief Financial Officer, or designee |
| c. Lease agreements for use of off-campus facilities | Deputy Chancellor, Executive Vice Chancellor, Chief Financial Officer, or designee |
| d. Independent contracts, up to the amount authorized in the Education Code | Deputy Chancellor, Executive Vice Chancellor, Chief Financial Officer, Director of General Services, or designee |

4. The following shall not be considered official District documents until signed by the designated authorized person:

Authorized to Sign

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| a. Applications, reports, contracts and other documents for categorically and specially funded programs | Chancellor, Deputy Chancellor, Executive Vice Chancellor, or Chief Financial Officer |
| b. Assurance of compliance with federal Department of Health and Welfare Civil Rights regulations | Chancellor, Deputy Chancellor or Executive Vice Chancellor |

BP 8.03 Authorized Signatures (continued)

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| c. Receipt of merchandise/services | Responsible College/District administrator |
| d. Required state reports (attendance, costs, HEGIS, etc. | Chancellor, Deputy Chancellor, Executive Vice Chancellor, or College Presidents |
| e. Reports required by San Mateo County or the County Office of Education | Deputy Chancellor, Executive Vice Chancellor, Chief Financial Officer, or designee |
| f. Use of facility permits | College Presidents, Deputy Chancellor, Executive Vice Chancellor, Chief Financial Officer, or designees |
5. District warrants and draws on account funds shall be signed by the Chancellor, Deputy Chancellor, Executive Vice Chancellor, Chief Financial Officer, or Director of General Services.
- a. District warrants shall be submitted to the Board of Trustees for approval or ratification as required monthly.
 - b. The Chancellor will designate, subject to the approval of the Board of Trustees, how and by whom checks will be signed on student body funds, cafeteria, bookstores, and other Board authorized funds and accounts.
 - c. District warrants and other financial instruments may be signed by facsimile signature of authorized signatory.