

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Services

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## **AR 6150 Designation of Authorized Signatures**

### **Reference(s):**

Education Code Sections 85232 and 85233

The Vice Chancellor of Business Operations/Fiscal Services and the Assistant Vice Chancellor, Fiscal Services, as District Disbursing Officer, are authorized to sign warrants on behalf of the District. See BP/AR 6305 Fiscal Accountability for the related policy and regulations.

1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.

1.1 For Contract Agreements of \$15,000 or less (excluding grant agreements) and Short-term Facility Use Agreements:

- 1.1.1 Chancellor
- 1.1.2 Executive Vice Chancellor
- 1.1.3 Vice Chancellor, Business Operations/Fiscal Services
- 1.1.4 College Presidents
- 1.1.5 Vice President, Administrative Services
- 1.1.6 Assistant Vice Chancellor, Facility Planning
- 1.1.7 Assistant Vice Chancellor, ITS
- 1.1.8 Assistant Vice Chancellor, Fiscal Services
- 1.1.9 District Director, Purchasing

1.2 For Tax Forms:

- 1.2.1 Chancellor
- 1.2.2 Executive Vice Chancellor
- 1.2.3 Vice Chancellor, Business Operations/Fiscal Services
- 1.2.4 Assistant Vice Chancellor, Fiscal Services
- 1.2.5 Manager, Fiscal Services
- 1.2.6 Accounting Manager, Payroll

1.3 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651, Construction Services not to exceed the amount specified by Contract Code 22030 CUPCCAA (California Uniform Public Construction Cost Accounting Act).

- 1.3.1 Chancellor
- 1.3.2 Executive Vice Chancellor
- 1.3.3 Vice Chancellor, Business Operations/Fiscal Services

2.0 For banking and investment accounts, authorized signers will be submitted to the Board for approval annually or as needed.

**Adopted: November 2, 2015**