

**Kern Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Services**

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**AP 6150      Designation of Authorized Signatures**

**References:**

Education Code Sections 85232 and 85233

**Note:** This procedure is **legally required**.

The Chief Financial Officer or designee is 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 Chief Business Officer or designee 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.