



## ADMINISTRATIVE PROCEDURE

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**TITLE: Designation of Authorized Signatures**

**ADMINISTRATIVE PROCEDURE # 6150**

**RELATED TO POLICY # 6150 Designation of Authorized Signatures**

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The Chief Financial Officer is hereby designated as the College officer authorized to sign warrants on behalf of the College.

The Chief Financial Officer will withhold approval of college 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.

**REFERENCE:** ORS 341.703

**RESPONSIBILITY:**

The President is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 4/10/2019 *(reference added 5/11/2020)*

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**