

Chapter 6 – Business and Fiscal Affairs

BP 6150 Designation of Authorized Signatures

References:

Education Code Sections 81655, 85232, and 85233

The Board President and the Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

The Clerk of the Board of Trustees or the College President/CEO shall be authorized to sign official documents for the Board of Trustees.

In the absence of the above mentioned, the Chief Fiscal Officer or the Chief Instructional Officer may sign for the Board of Trustees, and only one signature shall be required. Others are authorized to sign documents as indicated below:

Vice President, Human Resources – Employment Contracts, Authorizations and Memoranda of Understanding

Vice President, Student Services – Student Services Contracts and Agreements

Associate Vice President, Fiscal Services – Business and Financial Documents and Notices of Completion

Purchasing Manager – Purchase Orders

Director, Technical Services – Facilities Use Agreements

In accordance with Education Code 81655, the College President/CEO, or such person as he/she may designate, shall be authorized to contract for the employment and to accept resignations of College personnel. The resignation shall be effective at the time of receipt by the College President or his/her designee. No contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the College unless and until the same shall have been approved or ratified by the Board of Trustees.

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the College President/CEO and other officers appointed by the College President/CEO. Such orders and transactions shall be reported to the Board of Trustees.

The authorized signatures shall be filed with the Los Angeles County Superintendent of Schools.

Adopted: July 28, 2004

Revised: February 24, 2010

Reviewed: May 14, 2013

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Reviewed: June 9, 2015

Reviewed: May 10, 2016