

Glendale Community College District

6310

Board Policy

FINANCIAL REPORTS

A. Warrants – District Funds

All warrants issued by the District shall be submitted to the Board of Trustees at its regular meetings for approval by ratification. Warrants shall be submitted by a listing of the county register number with the warrant numbers which are consecutively listed in the register. A brief description of the type of warrants and the total amount for which the warrants in that register number have been issued shall also be shown.

B. Purchase Order Listing

Purchase orders and service contracts shall be issued as needed to meet the operational demands of the District and shall be submitted at the regular meetings of the Board of Trustees for their approval and ratification. The purchase order listing shall list separately the number of each purchase order, the vendor and the amount of the purchase order.

Reference:

- Education Code 85230; 85231

Administrative Regulation:

None

Adopted: 12/4/76

Revised: 3/31/83; 6/23/08

Reviewed: 06/30/16; 06/28/19