

Glendale Community College District

6100

Administrative Regulation

DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

The following Signature Resolutions and a Certification of Signatures shall be authorized annually by the Board of Trustees:

Resolution No. 1 Authorizing certain administrators to execute documents for the college.

Resolution No. 2 Authorizing certain administrators to sign warrants.

Resolution No. 3 Authorizing the establishment of a revolving cash fund and authorizing certain administrators to make expenditures from the fund.

Resolution No. 4 Authorizing investment of District surplus funds

Proper documentation regarding signing District warrants shall be filed with the Los Angeles County Office of Education.

The Vice President of Administrative Services 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.

Reference:

- Education Code Section 70902(d), 81644, 81655, 81656, 85232, 85233;
- Public Contract Code Sections 20651, 20658, 20659

Adopted 07/13/10