

AP 6150 Designation of Authorized Signatures

Reference

Education Code Section 85232; 85233
Government Code Section 16.5
2 California Code of Regulations, Section 22000

- 1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.
 - 1.1 For Checks, Contract Agreements of \$5,000 or less (excluding grant agreements), Short-term Facility Use Agreements, and Tax Forms:
 - 1.1.1 Chancellor
 - 1.1.2 Vice Chancellors
 - 1.1.3 Presidents
 - 1.1.4 Vice President, Administrative Services
 - 1.1.5 Director, Fiscal Affairs
 - 1.1.6 Director, Budget & Finance
 - 1.1.7 Director, Administrative Services
 - 1.1.8 Manager, Campus Accounting
 - 1.2 For Checks and Tax Forms:
 - 1.2.1 Manager, Campus Accounting
 - 1.3 For Tax Forms, County Transactions, excluding checks:
 - 1.3.1 Director, Fiscal Affairs
 - 1.3.2 Manager, Fiscal Affairs
 - 1.3.3 Manager, Payroll
 - 1.4 For Health Services Agreements:
 - 1.4.1 Chancellor
 - 1.4.2 Vice Chancellor, Finance & Facilities
 - 1.4.3 Presidents or their designee

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- 1.5 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651 (\$87,800 adjusted annually). Construction services not to exceed the amount specified by Contract Code 22030 (\$175,000 CUPCCAA (California Uniform Public Construction Cost Accounting Act) adopted by the Board of Trustees on 10/08/13).
 - 1.5.1 Chancellor
 - 1.5.2 Vice Chancellor, Finance & Facilities
 - 1.5.3 Director, Purchasing
- 2.0 For banking and investment accounts, other authorized signers will be submitted to the Board of Trustees for approval annually or as needed.
- 3.0 The use of an electronic or digital signature shall have the same force and effect as the use of a manual signature if the requirements for electronic or digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
 - 3.1 An electronic or digital signature may be a marking that is either computer generated or produced by electronic means, and may be used if the signature complies with state and federal standards, and is intended by the signatory to have the same effect as a handwritten signature.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
November 25, 2019 District Consultation Council
April 25, 2016 District Consultation Council
August 25, 2014 District Consultation Council
February 25, 2013 District Consultation Council
February 22, 2010 Chancellor's Cabinet
December 13, 2004