



ADMINISTRATIVE
PROCEDURE
DESERT COMMUNITY COLLEGE DISTRICT

6150

DESIGNATION OF AUTHORIZED SIGNATURES

The Vice President, Administrative Services and Director, Fiscal Services are hereby designated as the District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Vice President, Administrative Services 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.

Levels of Signing Authority:

The Vice President, Administrative Services will maintain a record of levels of signing authority based on the current organizational structure.

Modifications to the record of signing authority as a result of any changes to the organizational structure, approved by the Board, will be enacted under the authority of the Vice President, Administrative Services. Exceptions to the levels of signing authority, based on special operational needs, will be enacted under the authority of Vice President, Administrative Services. Modifications to the levels of signing authority for any other reason will require approval by the Board of Trustees.

Where an employee is to be absent for a period in excess of two days, signing authority may be delegated and should be reported to the Director, Fiscal Services. Where no prior arrangements have been made, authority will move to the next most senior administrator.

Level of Signing Authority	
Superintendent/President	Total unencumbered budget for transaction in question

Executive VP or Vice President	\$100,000 per transaction
Dean or Director, reporting to Vice President or President	\$10,000 per transaction
Other Employee*	\$ 1,000 per transaction

Notes:

*a. Upon approval by the Vice President, Administrative Services, signing authority may be delegated to a coordinator, manager or another employee. The delegated dollar limit may not exceed \$1,000 per transaction.

b. Standing Signing Authorities during absences:

- Vice President, Administrative Services for Superintendent/President
- Director of Fiscal Services for Vice President, Administrative Services

USE OF CREDIT CARDS IN A DECLARED EMERGENCY*

(A declared emergency is by order of the Superintendent/President of the College or his/her designee immediately following a major natural or accidental disaster or emergency when an event affecting the campus cannot be controlled through normal channels.)

In the event of a declared emergency, such as an earthquake or campus shutdown, certain personnel will be authorized to use their credit cards for purchase of goods necessary to assist in recovery efforts. The limits on the cards used for disaster recovery will have much higher limits assigned than for general use due to the nature of the purchases that will need to be made.

In accordance with the Emergency Preparedness plan, higher limits will be activated on the credit cards of the undernoted personnel upon notification to the bank, with which College of the Desert contracts for credit cards, by the Director of Business Services or the Director of Fiscal Services.

Members of President’s Cabinet	\$100,000 per transaction; \$300,000 per 30-day period
Other Members of the Emergency Preparedness Core Response Team	\$ 25,000 per transaction; \$200,000 per 30-day period

Reference: Education Code Section 85232, 85233, AP 6100

Approved by College Council:

Administrator: VP Administrative Services

Board Meeting: October 17, 2014

Updated: September 17, 2007, February 23, 2010, October 17, 2014

Next Review: October 2019

College Planning Council: March 27, 2015