

SUBJECT: Expenditures Authorization and Check Signing

Only the President and the Vice President of Administrative Services are authorized to commit funds of the College. Funds of the College may not be expended except in accordance with Board policies and the approved budget.

If any officer or employee of the College makes an unauthorized expenditure, or commitment of expenditure, the obligation so created shall be the personal obligation and responsibility of the officer or employee.

The President and Vice President of Administrative Services are authorized to approve the issuance and signing of checks in payment of College obligations. All checks require the signatures of both the President and Vice President of Administrative Services. The use of facsimile signatures for all check signing is authorized.

Public funds of the College shall not be issued by check, draft, or cash except in payment for property, or goods and services received, or student financial aid which are of direct benefit to the College.

The Vice President of Administrative Services shall be responsible for providing forms, rules, and procedures necessary for compliance with generally accepted accounting procedures governing expenditures.