

Chapter 6 – Business and Fiscal Affairs

BP 6150 Designation of Authorized Signatures

References:

Education Code Sections 81655, 85232, and 85233

The President, the Clerk, and the Secretary of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

The Clerk of the Board of Trustees or the College President/CEO shall be authorized to sign official documents for the Board of Trustees.

In the absence of the above mentioned, the Vice President, Administrative Services or the Vice President, Instruction may sign for the Board of Trustees, and only one signature shall be required. Others are authorized to sign documents as indicated below:

- Vice President, Administrative Services – All Contracts and Agreements, Business Documents, and Notices of Completion
- Vice President, Instruction – Instruction Contracts and Agreements
- Vice President, Human Resources – Human Resources Contracts and Agreements, Employment Contracts, Bargaining Unit Contracts, Side Letters, and Memoranda of Understanding
- Vice President, Student Services – Student Services Contracts and Agreements
- Provost, School of Continuing Education – School of Continuing Education Contracts and Agreements
- Director, Purchasing, Printing, and Mail Services– Purchase Orders
- Director, Technical Services – Facilities Use Agreements

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the College President/CEO and other officers appointed by the College President/CEO. Such orders and transactions shall be reported to the Board of Trustees.

The authorized signatures shall be filed with the Los Angeles County Superintendent of Schools.

Adopted: July 28, 2004

Revised: February 24, 2010

Reviewed: May 14, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Revised: January 11, 2023