

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 Contract Agreements and Memorandums of Understanding of \$15,000 or less (excluding grant agreements), and Short-term Facility Use Agreements:
 - 1.1.1 Chancellor
 - 1.1.2 Vice Chancellors
 - 1.1.3 Presidents
 - 1.1.4 Vice President, Administrative Services
 - 1.1.5 Executive Director, Fiscal Services
 - 1.1.6 Executive Director, Information Technology
 - 1.1.7 Associate Vice Chancellor, Human Resources
 - 1.1.8 Director, Administrative Services
 - 1.1.9 District Director, Procurement and Contracts
 - 1.1.10 Assistant District Director, Procurement and Contracts
 - 1.2 For Bursar's Office Checks:
 - 1.2.1 Vice President, Administrative Services
 - 1.2.2 Manager, Campus Accounting
 - 1.3 For purposes of approving invoices, employee reimbursements, and other check requests for payment, only administrators with budget oversight should be authorized signers. Only the appropriate administrators with budget oversight should be noted as Authorized Signatures for Payment on the purchase requisition.
 - 1.4 For Tax Forms:
 - 1.4.1 Chancellor
 - 1.4.2 Vice Chancellor, Administrative Services

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- 1.4.3 Executive Director, Fiscal Services
- 1.4.4 Assistant Director, Fiscal Services
- 1.4.5 District Manager, Payroll
- 1.4.6 Vice President, Administrative Services
- 1.4.7 Manager, Campus Accounting
- 1.5 For Health Services and Benefits Agreements:
 - 1.5.1 Chancellor
 - 1.5.2 Vice Chancellor, Administrative Services
 - 1.5.3 Vice Chancellor, Human Resources
 - 1.5.4 Associate Vice Chancellor, Human Resources
- 1.6 For Child Care Center Agreements:
 - 1.6.1 Chancellor
 - 1.6.2 Vice Chancellor, Administrative Services
 - 1.6.3 Presidents
 - 1.6.4 Vice President, Administrative Services and Vice President, Instruction
(If the agreement is signed at the Vice President level, signatures from both Vice Presidents are required.)
- 1.7 For Affiliate and Partnership agreements:
 - 1.7.1 Chancellor
 - 1.7.2 Vice Chancellor, Administrative Services
 - 1.7.3 Presidents
 - 1.7.4 Vice President, Administrative Services or Director, Administrative Services, and Vice President, Instruction (If the agreement is signed at this level, both signatures are required.)
- 1.8 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651. Construction services not to exceed the amount specified by Contract Code 22030 CUPCAA (California Uniform Public Construction Cost Accounting Act) adopted by the Board of Trustees on 10/08/13.

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- 1.8.1 Chancellor
- 1.8.2 Vice Chancellor, Administrative Services
- 1.8.3 District Director, Procurement and Contracts
- 1.8.4 Assistant District Director, Procurement and Contracts
- 1.9 Advertising for Bids:
 - 1.9.1 Chancellor
 - 1.9.2 Vice Chancellor, Administrative Services
 - 1.9.3 District Director, Procurement and Contracts
 - 1.9.4 Assistant District Director, Procurement and Contracts
- 1.10 Claim Settlements:
 - 1.10.1 Chancellor
 - 1.10.2 Vice Chancellor, Administrative Services
 - 1.10.3 Vice Chancellor, Human Resources
- 1.11 Collective Bargaining Agreements
 - 1.11.1 Chancellor
 - 1.11.2 Vice Chancellor, Human Resources
 - 1.11.3 Associate Vice Chancellor, Human Resources
- 1.12 Application of Funds and Grants (Requires one signer from each level 1.12.1 through 1.12.6)
 - 1.12.1 Department or Division Head
 - 1.12.2 District Director, Grants and Resource Development
 - 1.12.3 Vice President, Administrative Services or Director, Administrative Services
 - 1.12.4 Presidents
 - 1.12.5 Vice Chancellor, Educational Services and Institutional Effectiveness
 - 1.12.6 Vice Chancellor, Administrative Services or designee

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- 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, 2026 District Consultation Council
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