

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6150 Designation of Authorized Signatures

Reference(s):

Education Code Sections 85232 and 85233

The Vice Chancellor, Business Services and the Assistant Vice Chancellor, Fiscal Services, as District Disbursing Officer, are authorized to sign warrants on behalf of the District. See BP/AR 6305 Fiscal Accountability for the related policy and regulations.

- 1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.
 - 1.1 For Contract Agreements of \$14,999 or less (excluding grant agreements) and Short-term Facility Use Agreements:
 - 1.1.1 Chancellor
 - 1.1.2 Vice Chancellor, Business Services
 - 1.1.3 Vice Chancellor, Educational Services
 - 1.1.4 Vice Chancellor, Human Resources
 - 1.1.5 College Presidents
 - 1.1.6 Vice President, Administrative Services
 - 1.1.7 Assistant Vice Chancellor, Facility Planning
 - 1.1.8 Assistant Vice Chancellor, ITS
 - 1.1.9 Assistant Vice Chancellor, Fiscal Services
 - 1.1.10 Director, Purchasing Services
 - 1.2 The Board shall require advance approval of all contracts and purchase orders exceeding certain thresholds as enumerated in AR 6330. For purposes of purchase requisition approval in Colleague (Purchasing module), the following limits apply:
 - 1.2.1 \$1 – \$14,999 – District-wide Managers
 - 1.2.2 \$1 – \$199,999 – Assistant Vice Chancellors, Vice Presidents and Director, Purchasing Services
 - 1.2.3 \$1 – \$999,999 – Chancellor’s Cabinet
 - 1.2.4 \$200,000 - \$1,999,999 – Director, Purchasing Services (with authorization from the Vice Chancellor, Business Services)
 - 1.2.5 Unlimited – Vice Chancellor, Business Services and Assistant Vice Chancellor Fiscal Services

For detailed information regarding projects, departments, thresholds and authorized approvers for purchase requisitions in Colleague (Purchasing module) go to:

https://intranet.rscgd.edu/Purchasing/Documents/AR6150_Queue_Approval_List_09282023.pdf

- 1.3 For Tax Forms:
 - 1.3.1 Chancellor
 - 1.3.2 Vice Chancellor, Business Services
 - 1.3.3 Assistant Vice Chancellor, Fiscal Services
 - 1.3.4 Manager, Fiscal Services
 - 1.3.5 Payroll Manager

- 1.4 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).
 - 1.4.1 Chancellor
 - 1.4.2 Vice Chancellor, Business Services
 - 1.4.3 Assistant Vice Chancellor, Fiscal Services
 - 1.4.4 Director, Purchasing Services

- 1.5 Advertising for Bids
 - 1.5.1 Chancellor
 - 1.5.2 Vice Chancellor, Business Services
 - 1.5.3 Director, Purchasing Services

- 1.6 Claim Settlements
 - 1.6.1 Chancellor
 - 1.6.2 Vice Chancellor, Business Services
 - 1.6.3 Vice Chancellor, Human Resources

- 1.7 Collective Bargaining Agreements
 - 1.7.1 Chancellor
 - 1.7.2 Vice Chancellor, Human Resources

- 1.8 Application of Funds and Grants (Requires one signer from 1.8.1 and one signer from section 1.8.2)
 - 1.8.1 Chancellor, Vice Chancellor, Educational Services, Assistant Vice Chancellor, Educational Services
 - 1.8.2 Vice Chancellor, Business Services, Assistant Vice Chancellor, Fiscal Services

- 2.0 For banking and investment accounts, authorized signers will be submitted to the Board for approval annually or as needed.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Adopted: November 2, 2015
Revised: January 28, 2019
Revised: August 24, 2020
Revised: October 2, 2023