



AP 6150 Designation of Authorized Signatures

References:

ORS 341.703

The Vice President of Finance and Operations/Chief Financial Officer is hereby designated as the Rogue Community College (College) officer authorized to sign warrants on behalf of the College. When unavailable, the Vice President of Student Affairs and Vice President of Academic Affairs are also authorized to sign warrants.

Approved warrants under \$10,000 will print with the Vice President of Operations and Finance's electronic signature. Approved warrants between \$10,000 and \$24,999 require one wet signature. Approved warrants \$25,000 or more require two wet signatures.

The Vice President of Operations and Finance/Chief Financial Officer will withhold approval of College 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.

The College President authorizes the Vice President of Operations and Finance/Chief Financial Officer to establish necessary clearing accounts and a revolving account in a commercial bank.

Rescinds Procedure Number: None

Approved: August 13, 2020

Names, titles and departments updated December 3, 2021