

**SOLANO COMMUNITY COLLEGE DISTRICT**

**ACCOUNTING – AUTHORIZATION TO SIGN CHECKS,  
WARRANTS AND ORDERS FOR PAYMENT**

**3090**

**POLICY:** The Governing Board shall designate specified personnel who are authorized to sign checks, warrants, and orders for payment when the signature of the responsible person(s) change. The designation shall be made in a formal resolution. All checks drawn against District funds shall require dual signatures.

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 85232, 85233

WCW/jkb

Policy 3090

**ADOPTED:** November 21, 2001

**REVIEWED:** 2008 – No Updates