

BOARD POLICY SERIES NUMBER: 5015

TITLE: AUTHORITY-CLERK AND DEPUTY CLERK, CONTRACTS AND CHECKS

The president of the college shall serve as the clerk of the district. As clerk of the district, the president may sign checks and withdraw funds from district accounts for district purposes, and otherwise superintend the financial affairs of the district. The Board of Education shall annually appoint a deputy clerk who shall also have the full authority to act on behalf of the district clerk in financial matters. This authority includes but is not limited to transferring funds to non-college accounts, opening and closing accounts with financial institutions, and use of facsimile signatures. By annual resolution, the board may authorize other college officials to discharge specified financial responsibilities on behalf of the district. No college official may sign checks to withdraw funds from district accounts unless that official is covered under the district's fidelity bond.

Except for contracts that must be approved by the board or signed by the chair of the board, the clerk and deputy clerk of the district are authorized to sign all contracts that are required in the day to day discharge of college business. Other individuals, by lawfully adopted resolution, may be authorized by the board to sign contracts on behalf of the district.

DATE OF ADOPTION: 04/14/83

DATE(S) OF REVISION(S): 11/14/85; 05/18/88; 03/17/93; 04/16/08