

Title	: Disbursement Control	
Number	:	3500.07
Approved	:	10/10/24
Last Reviewed:		10/10/24
Reference	: GCCCD 3500.08	

All disbursements of the College shall be paid by check, purchase card, electronic transfer, or warrant, approved by at least two (2) authorized signers as authorized by the District Governing Board; provided, however, that in lieu of actually signing said checks or warrants, a facsimile plate signature may be adopted to be applied in a manner approved by the District Governing Board. Any disbursement in an amount exceeding \$10,000 must be approved by any two (2) authorized signers as evidenced by original signatures or initials. Transfers between College-owned bank accounts may be authorized by one authorized signer.

Authorized signers:

- College President
- Vice President of Administration/Chief Business Officer
- Director of Fiscal Control/Controller
- Director of Budgets and Purchasing

