



AP 6315 Warrants

References: Education Code Section 85230 et seq.

Approved: March 2014

Last Revised:

Last Reviewed: May 2023

It shall be the responsibility of the Vice President for Administration or designee to have warrants drawn on the county treasury against district funds for the payment of expenses of the District in a timely manner. Warrants for salary and other District expenses shall be charged against designated categories of expenditures. The Butte-Glenn Community College District Board of Trustees (Board) shall approve the vendor, payroll, and financial aid warrants on a regular basis.

Only authorized personnel may sign warrants, as identified in Administrative Procedure 6150, Designation of Authorized Signatures.