



## **AP 6150 Designation of Authorized Signatures**

### **References:**

ORS 341.703

The President of the College (Clerk), the Chief Financial Officer (Deputy Clerk) and the Chief Academic Officer are hereby designated as the Clatsop Community College officers authorized to sign obligations on behalf of the College.

The Board may authorize the use of electronic signatures by persons authorized to sign College checks.

The officers will withhold approval of Clatsop Community College obligations 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.

END OF PROCEDURE

*Rescinds: 3.120*

*Approved: March 12, 2019*

*Updated by Policies and Procedures Committee: May 18, 2026*

*Approved by President May 18, 2026*