

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 6
Business and Fiscal Affairs

AP 6315 WARRANTS

References:

Education Code Sections 85230 et seq.

It shall be the responsibility of the Chief Business Officer and each college Business Officer 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.

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

All warrants shall be issued according to accounting practices of the Community College Budget and Accounting Manual (BAM), all generally accepted accounting practices (GAAP), all Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements, all auditing standards, and all Orange County Department of Education requirements.

All payments shall be made for accounts due within 30 days, or as soon as possible subject to County payment schedules, after receipt of the purchase except in cases when a cash discount is offered. If the vendor offers a cash discount for immediate payment, such payment may be made as soon as the merchandise is received.

Ratified December 2, 2013
Revised May 18, 2016