

**Coast Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6315 WARRANTS**

**References:**

Education Code Sections 85230 et seq.

**District's Fiscal Accountability Plan - Signature of Commercial Warrants**

Because the District has been granted Fiscal Accountability by the Orange County Department of Education, Board action is necessary to approve the two signatures required to be affixed to the warrants processed under the District's Fiscal Accountability Plan.

All commercial "B" warrants processed by the District shall be affixed with the following signatures: Chancellor and District Disbursing Officer, Vice Chancellor of Finance and Administrative Services or alternate District Disbursing Officer. This information shall be disseminated to the Orange County Department of Education and the Orange County Tax Collector/Treasurer, together with a sample of their signatures and facsimile signatures.

**Replacement Warrants Drawn by County Auditor**

The Chancellor and the District Disbursing Officer, Vice Chancellor of Finance and Administrative Services, are authorized to sign the replacement of payroll warrants when declared by affidavit that the original document has been voided, lost or destroyed.

**Replacement Warrants Drawn by District**

The Chancellor and the District Disbursing Officer, Vice Chancellor of Finance and Administrative Services, are authorized to sign the replacement of commercial warrants when declared by affidavit that the original document has been voided, lost, or destroyed.

Adopted July 9, 1986

Revised September 3, 1986

Revised August 12, 1987

Revised July 18, 1988

Revised January 16, 1990

Revised April 1, 1992

Revised February 7, 1996

Renumbered from CCCD Policy 040-9-2, Policy 040-3-7, and 040-3-6, Spring 2011

Combined and Renumbered from CCCD Policies 6315, 6316, and 6317, December 2, 2013

Revised December 2, 2013

Revised May 18, 2016