



Approval Date: 06/15/23  
Effective Date: 06/15/23  
Last Revised: 06/15/23

## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	o6o.oo8.ooo – Checks
<b>Responsible Department:</b>	Office of the Chief Financial Officer
<b>Authority:</b>	Chief Financial Officer

### Overview

The College will designate and identify officers of the College authorized to sign checks. Checks will continue to be administered using adopted systems, policies, and procedures that encapsulate authorization and approval practices.

The President or Vice President of Finance / Chief Financial Officer is hereby designated as the Columbia Gorge Community College officer authorized to sign warrants on behalf of the College.

### Applicability

Business Office Staff

### Administrative Rule Statement

The President or Vice President of Finance / Chief Financial Officer are hereby designated as the Columbia Gorge Community College Officer authorized to sign warrants on behalf of the College.

Approved warrants under \$14,999 will print with the Vice President of Finance / Chief Financial Officer's electronic signature. Approved warrants issued for procurement over \$15,000 are routed for an original "Wet Ink" signature by the President or Vice President of Finance / Chief Financial Officer. Approved warrants that exceeding \$75,000 require a second original signature by a designated College Officer or Board of Education representative.

The Vice President of Finance / Chief Financial Officer will withhold approval of College warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.



## ADMINISTRATIVE RULE

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- Established procedures have not been followed to permit verification of authenticity of the expenditure.

The College President authorizes the Vice President of Finance / Chief Financial Officer to establish necessary clearing accounts and a revolving account in a commercial bank.

### **Interpretation of Administrative Rule**

Vice President of Finance / Chief Financial Officer

### **Further Information**

Vice President of Finance and Operations/Chief Financial Officer  
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