



Policy

6315 Warrants

It shall be the responsibility of the Controller to have warrants (checks) 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.

References:

Education Code Section [85266](#)

Adopted: June 28, 2004

Revision Adopted: March 11, 2020

Last Reviewed: March 11, 2020

Administrative Procedure

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6315 Warrants

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), all auditing standards, and all District requirements.

All payments shall be made for accounts due within 30 days, or as soon as possible subject to District 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.

Only the Chancellor or the Vice Chancellor of Fiscal Services may sign warrants.

References:

Education Code Sections [85230 et seq.](#)

Procedure Last Revised: March 11, 2020

Last Reviewed: March 11, 2020