



## **AP 6315 - Warrants**

### **References:**

Education Code Sections 85230 et seq.

1. It shall be the responsibility of the Chief 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.
2. Only authorized personnel may sign warrants, as identified in Administrative Procedure 6150 titled Designation of Authorized Signatures.
3. 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 Los Angeles County Department of Education requirements.
4. 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.

### **5. Disbursement**

#### **A. Disbursement Procedures**

- i. Disbursements must be properly authorized by the governing board, or by a person or persons authorized by the board to sign orders in its name .
- ii. All disbursements shall be substantiated with adequate documentation by supporting documents. This includes, but is not limited to, an itemized bill showing the separate items and price for each, evidence of purchase, receipt of goods, and authorized approvals.

- iii. In the event that a contract or order is cancelled, all supporting documents shall be canceled in such a manner as to preclude their reuse.
- iv. All disbursements shall be made by warrant/check/ACH.
- v. All warrants/checks held in house shall be pre-numbered.
- vi. All warrants/checks/ACH shall be issued by the LA County Office of Education.
- vii. There shall be adequate separation of duties to reduce the risk of collusion and fraud.
- viii. Signature stamps shall be secured and issued only to authorized individuals.
- ix. All warrants/checks that are held in house prior to disbursement shall be secured.

**Reviewed by CPC: 11/12/2024**

**Next Review Date: Fall 2030**