# LOS RIOS COMMUNITY COLLEGE DISTRICT
## AUTHORIZED SIGNER LIST

See Regulation R-8315 for additional information

### DOCUMENTS

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<th>DOCUMENT</th>
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### Notes:

Per Board Regulation 8315: 1) a College President is authorized to sign any document which specifies a college position as an authorized signer; 2) where an employee is authorized to sign a document, any supervisor or manager up that employee’s chain of command, is also authorized to sign; and 3) documents that are not District-approved forms, must be approved by the General Counsel.

Includes Training Source, CITD, Center for Excellence, Learning Resource Center

Paper documents signed by authorized signers must meet the following criteria:
- All documents must be typed or handwritten in pen and signed by the authorized signer in ink.
- Changes to documents should be marked through and initialed by the person making the change.
- No white out or correction tape should be used.

Revision 081120
## LOS RIOS COMMUNITY COLLEGE DISTRICT
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***All Grants, Contracts and Memorandums of Understanding must be reviewed by appropriate college VPA prior to being sent to D.O. Please use form GS113 (color blue) labeled: "Agreement/Contract Approval & Routing Sheet (Except for Grants & Categorical Contracts)".

(5) Harris Center Related Documents

(6) Foundation: Contracts can be signed by the Vice President of Administrative Services.

Bookstore: Contracts for Non-textbook orders $25,000 and over must be signed by the VPA or College Business Services Office Supervisor.
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**Revision 081220**
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