

**Business and Fiscal Affairs  
DRAFT as of 4/16/13**

**AP 6322 EMPLOYEE INDEMNITY BONDS**

**Reference:**

Title 5 Section 58318

Each employee of the District whose duty it is to handle District funds, shall be bonded under a suitable bond indemnifying the District against loss.

At the discretion of the Vice Chancellor, Business Services, employees of the District whose duty it is to handle District property may be required to be bonded to indemnify the District against loss.

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**NOTE:** The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. The language in **blue ink** is included for consideration. The language in **green ink** was added by Lorenzo Legaspi on April 15, 2013.

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**Date Approved:**

*(This is a new procedure recommended by the  
Policy and Procedure Service)*