



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-009

Date: July 15, 2011

To: District Fiscal Directors

From: Cathy McKim

Re: California Education Code 42633 - Verified Signatures

California Education Code (EC) 42633 states that the governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of schools unless the signatures are on file in his office and he is satisfied that the signatures on the order are those of persons authorized to sign the order.

In accordance with the provisions of Section 42633 of the California Education Code your district must complete a new certification form when signers for your district change.

The *Verified Signature Document* is also located at http://www.sccoe.org/admin/dbas/docs_showall.asp

Please share this information as deemed appropriate.

The form can also be found at the following link: <http://www.sccoe.org/depts/dbas/portal/docs.asp>

Attachment- Certification to be Completed on District Letterhead

To: Santa Clara County Superintendent of Schools

Effective Date: _____

California Education Code 42633 states that the governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of schools unless the signatures are on file in his office and he is satisfied that the signatures on the order are those of persons authorized to sign the order.

In accordance with the provisions of Section 42633 of the California Education Code, any of the following persons have been duly authorized to sign orders drawn upon the funds of the school district.

By Order of the Governing Board

Signature

Title

Date

1	Name - Printed	Title - Printed	A/P	P/R	Signature
1					
2					
3					
4					
5					

Return to:

Santa Clara County Office of Education- Attention District Business & Advisory Services, MC252
 1290 Ridder Park Drive San Jose, CA 95131-2304
 Ph: 408-453-6609 Fax: 408-453-6653