District Business & Advisory Services

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

Bulletin: 14-008

Date: July 30, 2013

To: District Fiscal Directors

From: Jenina Salcedo, Advisor, District Business & Advisory Services

Re: California Education Code (EC) 42633 - Verified Signatures

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The purpose of this bulletin is to remind you that 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.

Be reminded that it is the responsibility of each District that processes payroll and accounts payable warrants on the Santa Clara County Business System to accurately approve and maintain the appropriate user security access through the Technology Services Branch (TSB) QSS Registration process. Please note that we have added a column for you to add your Authorized Signer for Business System Security and will coordinate this response between departments.

I have attached the form for your convenience; however, it can also be found in the Forms & Documents section of the Santa Clara County Website at http://www.sccoe.org/depts/bizserv/DBAS/Pages/bulletins.aspx

Return this form 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
Attention:

✓	Advisor	E-Mail	Phone
	Ann Redd	Ann_Redd@sccoe.org	408-453-6593
	Jenina Salcedo	Jenina_Salcedo@sccoe.org	408-453-6594
	Kolvira Chheng	Kolvira_Chheng@sccoe.org	408-453-6510

County Board of Education: Leon F. Beauchman, Michael Chang, Joseph Di Salvo, Julia Hover-Smoot, Grace H. Mah, Craig Mann, Anna Song
1290 Ridder Park Drive. San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

A Champion for Children, Schools and Community

RE: EC42633 Signature Verification

To: Santa Clara County Superintendent of Schools

Effective Date: 07/01/2013

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

By Order of the Governing Board of

_____
School District

_____
Signature

_____
Title   Date

	Name - Printed	Title - Printed	A/P	P/R	Business System Authorized Signer	Signature
1						
2						
3						
4						
5						

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