



District Business & Advisory Services

Kolvira Chheng: Interim Director- DBAS: 408-453-6510

Bulletin: 15-001

Date: July 8, 2014

To: District Chief Business Officers
District Fiscal Directors

From: Jenina Salcedo, Advisor

Re: 2014-15 Authorized Signers

The purpose of this bulletin is to communicate the requirements of California Education Code (EC) 42633:

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 signatures of each person, including members of the governing board, authorized to sign orders in its name.

A template has been attached for your convenience, though this format is not required. If there are no changes to the authorizing signatures previously submitted to DBAS, it is not necessary to resubmit the signatures. Otherwise, please submit any changes to your District's authorized signers to your District Advisory Team by **July 31, 2014**.

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.

Please be reminded that it is the responsibility of each District who 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) QCC 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.

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

Name

Title

Signature

Date

Authorized Signer – Printed Name	Title	A/P	P/R	Signature

Return to: Santa Clara County Office of Education - District Business & Advisory Services, MC252
1290 Ridder Park Drive
San Jose, CA 95131-2304