



**District Business & Advisory Services**

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

Bulletin: 15-001b

Date: July 9, 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**.

**Bulletin 15-001 UPDATE 7/9/14**

*This revision removes the previously included Business System Authorizer signature request. Technology Services is working on updating their form and the information they will require. This form only lists persons with authority to sign warrants drawn upon the funds of the school district. This is not the same request for signatures related to who is authorized to pick up warrants.*

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 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	Signature

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