



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

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

Bulletin: 15-032

Date: June 10, 2015

To: District Chief Business Officers
District Fiscal Directors

From: Jenina Salcedo, Senior District Business Advisor

Re: 2015-16 Authorized Signers

The purpose of this bulletin is to communicate the requirements of California Education Codes (EC) 42631-42633. EC 42631 requires that all payments from the funds of a school district shall be made by written order of the governing board of the district. EC 42632 further allows the board to designate other persons to sign orders in its name. EC 42633 requires the board to file 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 **June 30, 2015**.

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 42632 of the California Education Code, any of the listed persons below 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