



Santa Clara County Office of Education

Jon R. Gundry  
County Superintendent of Schools

## Informational Bulletin

*For Santa Clara County Districts*

### District Business & Advisory Services

Judy Lee Kershaw- DBAS: 408-453-6510

Bulletin: 17-006

Date: August 12, 2016

To: District Chief Business Officers  
District Fiscal Directors

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2016-17 Authorized Signers

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The purpose of this bulletin is to communicate the requirements of California Education Codes (EC) 42631-42633. EC 42631 stating 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 **August 31, 2016**.

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