



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: 18-007

Date: August 4, 2017

To: District Chief Business Officers  
District Fiscal Directors

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2017-18 Authorized Signers

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The purpose of this bulletin is to communicate the requirements of California Education Codes (EC) 42631-42633, 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 and EC 4263 further allows the board to designate other persons to sign orders in its name and 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 use of this format is optional. We will accept any other document you may already have in place that contains all of this information. . 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, 2017**.

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. For districts approved to be fiscally accountable pursuant to Education Code Section 42650, or fiscally independent per Education Code 42647, please also list the name and signature of the disbursing Officer/

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

Disbursing Officer:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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