



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.  
County Superintendent of Schools

## Informational Bulletin

*For Santa Clara County Districts*

### District Business & Advisory Services

Judy Lee Kershaw- DBAS: 408-453-6599

Bulletin: 19-005

Date: July 24, 2018

To: District Chief Business Officers  
District Fiscal Directors  
From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2018-19 Authorized Signers

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The purpose of this bulletin is to communicate the requirements of California Education Codes (EC) 42631-42633, which requires that payments from the funds of a school district be made by written order of the governing board of the district. EC 42632 and EC 42633 further allows the board to designate other persons to sign orders in its name by file with the county superintendent of schools the verified signatures of each person authorized to sign orders in its name, including members of the governing board.

A template for use in providing the county office with a list of authorized signers is attached for your convenience, though use of this form is optional. We will accept any other document you may already have in place that contains the same information. If there are no changes to the authorizing signatures previously submitted to DBAS, it is not necessary to resubmit the signatures. To assist in this annual update, your District Business Advisor will send you the authorized signers document we currently have on file. If there are any changes to the authorized signers, please provide an updated document to your District Advisory Team by **August 31, 2018**.

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