



District Business and Advisory Services

Bulletin: 25-028

Date: May 15, 2025

To: District Chief Business Officers
District Fiscal Directors

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2025-26 Authorized Signers

The purpose of this bulletin is to communicate the requirements of California Education Codes (EC) 42631-42633, which requires that all payments from the funds of a school district be made by written order of the governing board of the district. Orders shall be on forms prescribed by the county superintendent of schools unless the warrants are processed by an online data processing system.

EC 42632 allows each order drawn on the funds of a school district to be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders.

EC 42633 requires the governing board of each school district to 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 EC 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 and the signatures on the order are those of persons authorized to sign the order.

A template for use in providing the county office with a list of authorized signers is attached for your convenience. 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 any-time prior to **June 16, 2025**.

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