On school district letterhead:

To: Santa Clara County Superintendent of Schools

|  |  |
| --- | --- |
| 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 42633 of the California Education Code, any of the following persons have been duly authorized to sign orders drawn upon the funds of the school district.

By Order of the Governing Board

|  |
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|  |
| Signature |
|  |

Title Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name - Printed | Title - Printed | A/P | P/R | Signature |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

Return to:

Santa Clara County Office of Education- Attention District Business & Advisory Services, MC252

1290 Ridder Park Drive San Jose, CA 95131-2304 Ph: 408-453-6609 Fax: 408-453-6653