

To: Santa Clara County Superintendent of Schools
 District Business & Advisory Services, MC252 1290 Ridder Park Drive

San Jose, CA 95131-2304

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.

Be reminded that It is the responsibility of each District who processes payroll and accounts payable warrants on the Santa Clara County Business System to accurately approve and maintain the appropriate user security access through the Technology Services Branch (TSB) QSS Registration process. Please note that we have added a column for you to add your Authorized Signer for Business System Security and will coordinate this response between departments.

In accordance with the provisions of Section 42633 of the California Education Code, any of the following persons 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

 Signature

 Title

 Date

	Name - Printed	Title - Printed	A/P	P/R	Business System Authorized Signer	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

Attention:

✓	Advisor	E-Mail	Phone
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