



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Karen Sakata, Superintendent of Schools

DISTRICT BUSINESS SERVICES

To: District Business Officials
Contra Costa County School Districts

From: Tammy Webb
Fiscal Services Technician
District Business Services

Date: 11/1/17

Subject: **Authorized Signature Resolution**

School districts are required to hold an annual organizational meeting in December to adopt a new Certification of Signatures Resolution. The effective period of the resolution should be the date of the organizational meeting.

Attached is a copy of the Certification of Signatures form. The original is to be filed with this office following adoption of the resolution at the annual meeting.

If you have any questions, please contact me at (925) 942-3493.

Attachment

DBS General Bulletin 007 17/18
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CERTIFICATE OF SIGNATURES

_____ Clerk/Secretary to the Board of Trustees/Education of

the _____ School District of Contra Costa County, California certify that the signatures shown below are the verified signatures of the members of the governing board of the above-named school district (Column No.1). Verified signatures of person or persons authorized to sign orders drawn on the funds of the school district and Notices of Employment appear on Column No. 2. These certifications are made in accordance with the provisions of Education Code Sections below.* If those authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures will be considered valid for the period of: _____ to _____

Date of Board action: _____

Signature _____
Clerk (Secretary of the Board)

Signatures of Members of Governing Board

Signature: _____
Typed: _____
PRESIDENT of the Board of Trustees/Education

Signature: _____
Typed: _____
CLERK of the Board of Trustees/Education

Signature: _____
Typed: _____
MEMBER of the Board of Trustees/Education

Signature: _____
Typed: _____
MEMBER of the Board of Trustees/Education

Signature: _____
Typed: _____
MEMBER of the Board of Trustees/Education

Signature: _____
Typed: _____
MEMBER of the Board of Trustees/Education

Signature: _____
Typed: _____
MEMBER of the Board of Trustees/Education

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Warrants, Orders for Salary Payment, Notice of Employment, and Contracts.

Signature: _____
Typed: _____
Title: _____

Signature: _____
Typed: _____
Title: _____

Signature: _____
Typed: _____
Title: _____

Signature: _____
Typed: _____
Title: _____

Signature: _____
Typed: _____
Title: _____

Signature: _____
Typed: _____
Title: _____

Signature: _____
Typed: _____
Title: _____

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

NOTE: Please TYPE name under signature.

Number of Signatures District Requires:

- **Order of Salary Payment
- On "A" Warrants – Payroll _____
- On "B" Warrants – Accts Payable _____
- On Notice of Employment _____
- On Contracts _____

*K-12 Districts 42632, 42633, 44843

**States how many signatures are required for warrant batch approval.