

SIGNATURES OF BOARD MEMBERS AND AUTHORIZED AGENTS

Education Code Section 42633 states "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. 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."

"Each order drawn on the funds of a school district shall 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." (Ed. Code Section 42632)

VERIFIED SIGNATURES AND OCCUPATIONS OF GOVERNING BOARD MEMBERS OF THE _____
_____. If you wish to authorize the clerk of the board, the secretary of the board, or a school district employee to sign all warrants and orders in the name of the board, please have the individual sign below and board members approving this action sign on the appropriate lines.

Signature(s) of person(s) authorized to sign warrants, warrant orders, and payroll orders.

Typed Name(s): _____

The signatures below are the verified signatures of the members of the governing board for a one-year period beginning November 30, _____ and ending on November ____, _____.

	First Name	Middle	Surname	Type or Print Name Clearly
1.	_____	_____	_____ (Pres.)	_____
2.	_____	_____	_____ (Clerk)	_____
3.	_____	_____	_____ (Member)	_____
4.	_____	_____	_____ (Member)	_____
5.	_____	_____	_____ (Member)	_____
6.	_____	_____	_____ (Member)	_____
7.	_____	_____	_____ (Member)	_____

TRUSTEE REPRESENTATIVE of the governing board _____

"The governing board of each school district of every kind or class shall annually at its initial meeting select one of its members as its representative who shall have one vote for each member to be elected to the county committee..." (Ed. Code Section 35023).

Date: _____ Signed: _____, Clerk

IMPORTANT: This form is sent to you in duplicate. Please fill in as requested and return the original copy to Sandy Putnam, District Finance, Rt. #000, immediately after your organizational meeting.