

RESOLUTION 1703  
of the Governing Board of the

San Rafael City Schools School/College District  
County of Marin, State of California

**AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD**

San Rafael, California

October 10, 2016

City

Date

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period 07-01-16 to 06-30-17 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

Esta Suen  
Name (Typed)

IS AUTHORIZED TO SIGN THE FOLLOWING ON BEHALF OF THE BOARD:

Payroll Coordinator  
Title

  
Signature

Please Indicate  
"Yes" or "No"

**Payroll & Retirement**

Overpayment / Adjustment.....	_____	_____	X
Retirement Election Forms.....	X	_____	_____
Sick Leave Transfers .....	X	_____	_____
Sick Leave Service Credit Calculations.....	_____	_____	X

**Cash Receipt / Disbursement Authorization**

Endorsement Checks.....	_____	_____	X
Journal Vouchers Requests .....	_____	_____	X
Loan Request –Tax Anticipation Note (TAN) .....	_____	_____	X
Payroll Order Certification .....	_____	_____	X
Vendor Payment Certification .....	_____	_____	X
Deposit Transmittal .....	_____	_____	X

**Attendance Reporting**

Attendance Certifications .....	_____	_____	X
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**State and Federal Reporting**

Audit Findings-Certification of Corrective Action .....	_____	_____	X
Certification of Federal Funds .....	_____	_____	X
Independent Auditor Selection Form .....	_____	_____	X
Salary and Benefit Schedule (J90).....	_____	_____	X

**Other (Please Specify).....** \_\_\_\_\_

Signed by a majority of trustees (Original signatures required on all copies):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_