

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

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

Name (Typed)

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):

_____	_____	_____
_____	_____	_____
_____	_____	_____