



**Mary Jane Burke**

**Marin County Superintendent of Schools**

**Business Services Department**

**Business Bulletin 17-30**

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*2017-18 Authorization to Sign on Behalf of the Governing Board      May 10, 2017*

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The members of the governing board of each district may authorize the officers or employees of the district to sign orders and other documents on behalf of the governing board.

Please complete and forward the following Authorization to Sign on Behalf of the Governing Board form to Adriane Lommel's attention at the Marin County Office of Education no later than **June 30, 2017**.

If there are updates to your district's authorized signatures throughout the year, please submit a new form to our office. A fillable form is attached to this bulletin.

If you have any questions, please call Kate Lane at (415) 499-5822.

RESOLUTION \_\_\_\_\_  
of the Governing Board of the

\_\_\_\_\_ School/College District  
County of Marin, State of California

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

\_\_\_\_\_, California

**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 \_\_\_\_\_ (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.

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

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Please Indicate  
"Yes" or "No"

**Payroll & Retirement**

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

**Cash Receipt / Disbursement Authorization**

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

**Attendance Reporting**

|                                 |       |       |
|---------------------------------|-------|-------|
| Attendance Certifications ..... | _____ | _____ |
|---------------------------------|-------|-------|

**State and Federal Reporting**

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

|                                   |       |       |
|-----------------------------------|-------|-------|
| <b>Other</b> (Please Specify..... | _____ | _____ |
|-----------------------------------|-------|-------|

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

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |