



Mary Jane Burke

Marin County Superintendent of Schools

Business Services Department

Business Bulletin 17-30

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

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	_____	_____
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State and Federal Reporting

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

Other (Please Specify.....)	_____	_____
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Signed by a majority of trustees (Original signatures required on all copies):

_____	_____	_____
_____	_____	_____
_____	_____	_____