

School District: Sylvan Union School District

We are requesting your assistance in bringing our records on revolving cash funds up to date. Please indicate which employees are authorized to sign checks on your revolving cash fund. In addition, please indicate the amount for which the employee is bonded pursuant to Ed. Code, Section 42801. **The employee is required to be bonded and the bond must be for at least twice the amount of the revolving cash fund.**

The Revolving Cash Fund is a specified amount of money to be used primarily for **emergency or small disbursements**. Establishment of, adjustments to, or termination of the Revolving Cash Fund requires a board resolution (*Ed Code 42800*). The maximum amount allowed is the lesser of 2% of the district's estimated expenditures for the current fiscal year of \$75,000 for any elementary or high school district and \$150,000 for any unified district (*Ed Code 42238*). The Revolving Cash Fund is to be used for expenditures for services or materials that are a legal charge against the district in the amount of \$1,000 or less.

Amount of Revolving Cash Fund (EC-42800)

Persons authorized to sign checks -

\$ 100.00  
Cheryl Phan  
Lisa Lobao  
Yvonne Perez

Amount of Bond per Individual:

\$ 200,000.00

Amount of Alternative Revolving Cash Fund – if  
Applicable (EC-42810):

Persons authorized to sign checks -

\$ \_\_\_\_\_

Amount of Bond per individual:

\$ \_\_\_\_\_

Note: Additional Alternative Revolving Cash Funds (EC-42810) are to be shown on separate forms.

Amount of Prepayment Rev. Cash Fund (EC-42820):

\$ \_\_\_\_\_

Persons authorized to sign checks -

Amount of Bond per individual:

\$ \_\_\_\_\_

The signatures and information provided above have been approved by this district's governing board for a one-year period beginning July 1, 2017.

Please return this original signed copy to Finance & Compliance Technical Support. Please respond to this request by June 30<sup>th</sup>. If you have any questions or request further assistance, please call 238-1973.

Signature / Title

Date

Distribution:

Original: County Office

District to copy prior to submission