

AUTHORIZED SIGNATURES/FACSIMILES

BP 4090

The Governing Board shall, on request of the Superintendent/President, authorize one or more officers or employees of the District to sign orders in the name of the Governing Board, and directs the Superintendent/President to file or cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Governing Board, who is so authorized. No order on the funds of the District shall be approved by the County Superintendent of Schools unless the signatures are on file in his/her office and he/she is satisfied that the signatures on the order are those of the persons authorized to sign the order.

Any person authorized by the Governing Board to sign orders in the name of the Board may, after filing with the Secretary of State his/her manual signature certified under oath, use a facsimile signature in lieu of his/her manual signature on any such order.

Custody of District Accounts

Pursuant to California Education Code Sections 85232 and 85233, the Governing Board shall from time to time as deemed necessary, designate employees of the District to exercise custody of the accounts of the District. Such employee(s) shall be responsible for receipt of all monies required to be paid into the accounts, and for all expenditures therefrom. In all cases, not less than two signatures shall be required on all accounts.

Reference: Education Code Sections 85232 and 85233.

Adopted: May 2, 1988

Revised: September 10, 2007