

**SIGNATURE AUTHORIZATION**

At the beginning of each fiscal year, upon reorganization of the Board of Trustees and as otherwise needed, the Board of Trustees shall approve a list of staff authorized to sign various documents on behalf of the Board of Trustees. That list of authorized signatures shall then be filed with the Ventura County Superintendent of Schools. The list of documents and appointees to have signatures authorized shall include, but not be limited to:

Secretary to the Board of Trustees:

- Payroll Orders
- Warrant Orders
- Federal and State Grant Applications
- Appointment of Representatives to Acquire Surplus Property
- Purchase Orders
- Contracts After Board Approval
- Employment Contracts
- Retirement Forms
- Unemployment and Workers' Compensation Claims
- Collection Reports to the County
- Board Approved Budget Transfers
- Checks on Clearing Account
- Cafeteria Reports
- Representatives to Various Federal and State Agencies

Legal Reference:

EDUCATION CODE

- 42632 Authorized signatures on district orders required
- 42633 Filing of verified signatures required