

# *Bulletin*

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Topic: Annual Resolutions Authorized Designated Agents  
Date: April 02, 2013  
To: Chief Administrative Officers  
Business Managers  
From: Pam Gilles  
Senior Director  
Internal Business Services

Pursuant to various sections of the Education Code, it is necessary that the governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the school district.

It is recommended that the governing board take necessary action for completion of the attached resolutions by its first meeting in May. The following fiscal year is the normal effective period for each resolution; however, the resolution forms are designed so that midyear changes can be made. Additions and/or deletions must be made by submitting corrected resolutions to the County Office indicating on the form whether it is an addition or deletion.

Exact specimen signatures must be on the resolution forms as they will appear on the documents. Where facsimile (rubber stamp) signature is to be used, the resolution form must illustrate both the manual signature and the facsimile. Additionally, only the mail addressee or authorized designee may pick up mail or warrants at the County Office of Education.

Please complete each resolution and return the originals to Patricia Roberts, Room 503 by **June 03, 2013**.

\*PLEASE NOTE: "The Resolution to Authorize the County Office of Education Credentials Department to Release Credentials Held Warrants to Employees".

This resolution allows the SDCOE Credentials Department to release "Credentials Held Warrants" to employees once they have presented the proper paperwork. Currently the school district has to provide a letter to the San Diego County Office of Education for each employee allowing them to pick up their own warrant OR the employee has to wait for the warrant to be sent to the School District for pick up. The purpose of this Resolution is to provide better service to School Districts and their employees by allowing the employees to pick up their own warrants from the Credentials Department once they have provided the proper paperwork.

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If you have questions regarding resolutions 1, 2 or 3, or the requirements at the San Diego County Office of Education, please contact Patricia Roberts at (858) 292-3651.

REMINDER -- Please review the authorized personnel on your Revolving Cash Funds each year. You must update the information if the authorized personnel leave/change.

If you have questions regarding resolution 4 or the procedures for changing revolving cash funds, please call Sandie Thompson-Nobile at (858) 292-3602.

PG:PR  
Enclosures

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL  
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

\_\_\_\_\_ School District, San Diego County ON MOTION  
OF member \_\_\_\_\_, seconded by member \_\_\_\_\_  
effective \_\_\_\_\_ through June 30, \_\_\_\_\_.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is \_\_\_\_\_.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. 

mail hold consortium	
Check one	Monthly payroll warrants each and every month.
Check one	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on \_\_\_\_\_ by the following vote:  
(date)

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, \_\_\_\_\_, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

\_\_\_\_\_  
Facsimile signature(s), if applicable:  
(Rubber Stamp)

\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT ORDER RESOLUTION**

\_\_\_\_\_ School District, San Diego County ON MOTION  
OF member \_\_\_\_\_, seconded by member \_\_\_\_\_  
effective \_\_\_\_\_ through June 30, \_\_\_\_\_.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

\_\_\_\_\_ or \_\_\_\_\_.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

\_\_\_\_\_, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on \_\_\_\_\_ by the following vote:  
(date)

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, \_\_\_\_\_, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp) Gov Code Sec. 5501

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES**

\_\_\_\_\_ School District, San Diego County ON MOTION  
OF member \_\_\_\_\_, seconded by member \_\_\_\_\_  
effective \_\_\_\_\_ through June 30, \_\_\_\_\_.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on \_\_\_\_\_ by the following vote:  
(date)

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, \_\_\_\_\_, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS  
(COMMERCIAL WARRANTS)**

\_\_\_\_\_ School District, San Diego County ON MOTION  
OF member \_\_\_\_\_, seconded by member \_\_\_\_\_  
effective \_\_\_\_\_ through June 30, \_\_\_\_\_.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, \_\_\_\_\_ be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on \_\_\_\_\_ by the following vote:  
(date)

AYES: \_\_\_\_\_ MEMBERS  
NOES: \_\_\_\_\_ MEMBERS  
ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, \_\_\_\_\_, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

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