



# fresno county superintendent of schools

## Mailing Permit

All routine district finance mail will be directed to the district office at the address listed in the *Fresno County Schools Directory*, unless otherwise specified on a Mailing Permit. Mailing Permits remain valid until replaced with updated versions. Updated contact and mailing information may be submitted at any time during the school year.

If your district's contact or mailing information needs to be updated, please fill out the form below and mail the original to the District Financial Services Department, Fresno County Superintendent of Schools, 1111 Van Ness Avenue, Fresno, CA 93721. This form may also be downloaded at [www.fcoe.org/dfsdocs](http://www.fcoe.org/dfsdocs).

Please Send District Financial Mail to:		
<hr/>		
Name	District	
<hr/>		
Address	City	Zip Code
<hr/>		
Governing Board Action Taken on:	<hr/>	
	Date	
<hr/>		
Signed:	<hr/>	
	Clerk of the Board	

07/03/13



# fresno county superintendent of schools

## Authorized Signature Permit

Return to: Gabriel Halls, Senior Director  
District Financial Services  
Fresno County Superintendent of Schools  
1111 Van Ness Avenue  
Fresno, CA 93721-2000

Dear Mr. Halls:

Pursuant to Education Code Sections 42632 and 42633, at a regular meeting of the Governing Board of the \_\_\_\_\_ School District, held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

1. The following person(s) who is/are an officer(s) or employee(s) of the above-referenced school district and whose signature(s) appear(s) opposite of his/her name below, was/were authorized to sign orders in the name of the said governing board:

Type or print here:	Signature:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

2. A majority of the following members of the governing board of the above-referenced school district and whose signatures appear opposite of the corresponding names were authorized to sign orders in the name of the said governing board.

Type or print here:	Signature:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____

Rubber stamp signatures or machine signatures authorized for use on maintenance checks and/or registers Yes \_\_\_\_ No \_\_\_\_ Only such facsimile signatures may be used, which have met the requirements of Government Code 5501 (copy enclosed). I certify this requirement has been met.

Sample(s) of such signature: \_\_\_\_\_

By order of the Governing Board of \_\_\_\_\_ School District of Fresno County, California.

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

07/03/13

### **EDUCATION CODE 42632**

Each order drawn on the funds of a school district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders.

### **EDUCATION CODE 42633**

The governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of schools unless the signatures are on file in his office and he is satisfied that the signatures on the order are those of persons authorized to sign the order.

### **GOVERNMENT CODE 5501**

Any authorized officer may, after filing with the Secretary of State his manual signature certified by him under oath, execute or cause to be executed with a facsimile signature in lieu of his manual signature:

- (a) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed; and
- (b) Any instrument of payment.

Upon compliance with this section by the authorized officer, his facsimile signature has the same legal effect as his manual signature.