

**SIGNATURES/FACSIMILES**

All payments made from the funds of this school district shall be made by written order of the Board of Trustees on forms prescribed by the County Superintendent of Schools. Each such order must be signed by at least a majority of the members of the Board of Trustees or by the person or persons authorized by the Board of Trustees to sign orders in its name.

The Board of Trustees shall, on request of the Superintendent, authorize one or more officers or employees of the District to sign orders in the name of the Board of Trustees, and directs the Superintendent to file or cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Board of Trustees, 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 Board of Trustees 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.

**LEGAL REFERENCE****CALIFORNIA EDUCATION CODE**

42631	Manner of payment of school district funds; provision of forms
42632	Authorized signatures on district orders required
42633	Filing of verified signatures required

**GOVERNMENT CODE**

5500	Definitions (facsimile signatures)
5501	Filing and certification of manual signature; execution of public securities (requires at least one manual signature) and instruments of payment with facsimile signature
5503	Unlawful use of facsimile signatures or seals