



October 14, 2021

**TO:** Business and Accounting Administrators  
Los Angeles County K-12 Schools and Community College Districts  
and Other Local Educational Agencies

**FROM:** Gabriel Leung, Assistant Director  
Accounting and Financial Services  
Division of School Financial Services

**SUBJECT:** Annual Certification of Signature Resolution

The governing board of each school district and community college district is required to hold an annual organizational meeting according to Education Code Section 35143/72000 as follows:

- Within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. In years when there are no regular elections conducted for governing board members, the organizational meeting shall be held during the same 15-day period.
- Only a city board of education, whose members are elected in accordance with a city charter, are exempt from the above.

LACOE requires the Certification of Signatures Resolution be approved at that meeting.

**ANNUAL CERTIFICATION OF SIGNATURE RESOLUTION SUBMISSION DUE DATES**

The annual Certification of Signatures is due to the Los Angeles County Office of Education (LACOE) as follows:

<u><b>Date Expiring</b></u>	<u><b>Date Due</b></u>
December 31, 2021	December 18, 2021
May 31, 2022	May 16, 2022
June 30, 2022	June 15, 2022
July 31, 2022	July 17, 2022
August 31, 2022	August 16, 2022

## **NEW RESOLUTION REQUIRED FOR ANY CHANGE IN SIGNATURE AUTHORIZATIONS**

When changes in signature authorizations occur before the expiration of the annual Resolution, the district must submit a new Resolution. The new Resolution will rescind all previous signature Resolutions. The Resolution should be signed by the Clerk of the Board, accompanied by the Board minutes. If the change is removing a signatory, a cover letter describing the change and the Board minutes will suffice.

## **REMOVE OR DEACTIVATE PEOPLESOFT/BEST ADVANTAGE FINANCIALS OPERATOR APPROVING RIGHTS TO SIGNATORIES WHO ARE NO LONGER AUTHORIZED**

At the same time, whenever changes in signature authorizations occur, a PeopleSoft Operator Security form (which can be obtained from our website: <https://www.lacoe.edu/Business-Services/School-Financial-Services/People-Soft/PeopleSoft-Security>) or a User Maintenance Document (UDOC) should be completed and submitted to the Security & Workflow Unit to request deactivation of the approving rights given to signatories who are no longer authorized. For any questions about the form or UDOC, please contact the Security & Workflow Unit at [SFSecurity@lacoe.edu](mailto:SFSecurity@lacoe.edu).

## **SUBMITTING NEW CERTIFICATION OF SIGNATURES**

Submit by email a cover letter, the Board Minutes, the approved Certification of Signature Resolution, and the adopted list of authorized district personnel with their delegated duties to SFS Commercial Claims at [commercial\\_claims@lacoe.edu](mailto:commercial_claims@lacoe.edu). In the cover letter, please indicate whether the submission is to replace an expiring Certification of Signature, or to enact changes occurring before the expiration of the annual Resolution.

## **SIGNATURES ON EXPIRED CERTIFICATION**

A signature on an expired Certification of Signatures Resolution will not be honored for purposes of approving voucher or payment requests. If the resolution expires before the scheduled organizational meeting, please submit a letter requesting an extension to honor the signature(s) until a new resolution is approved within thirty (30) days after the expiration date, via email to [commercial\\_claims@lacoe.edu](mailto:commercial_claims@lacoe.edu). In the letter, please include the expiration date of the expiring Certification of Signatures and the anticipated Board date on which the new resolution will be approved.

This bulletin and its attachments are posted on the LACOE website at the following address:  
<https://www.lacoe.edu/bulletins>

The Certification of Signatures Resolution form may be accessed on the website:  
<https://www.lacoe.edu/Business-Services/School-Financial-Services/Commercial-Claims>, select “Certification of Signatures” under “Resources”.

Annual Certification of Signature Resolution

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Due to the COVID-19 pandemic, there is no need to send hard copies. The Certification of Signatures and letters can be sent by email to SFS Commercial Claims to [commercial\\_claims@laoe.edu](mailto:commercial_claims@laoe.edu). Indicate District Name and Certification of Signatures in the subject line. For any questions regarding this bulletin, contact Gabriel Leung at (562) 922-6416 or by email at [Leung\\_Gabriel@laoe.edu](mailto:Leung_Gabriel@laoe.edu).

Approved:

Nkeiruka Benson, Director

Division of School Financial Services

GL:lt

Attachments

SFS-A11-2021-2022

DISTRICT \_\_\_\_\_

**CERTIFICATION OF SIGNATURES**

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633

**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: \_\_\_\_\_ to \_\_\_\_\_

In accordance with governing board approval dated \_\_\_\_\_, 20 \_\_\_\_\_.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

Typed Name \_\_\_\_\_  
Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

**Column 1**

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

**Column 2**

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
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SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

*Place on District Letterhead*

**CERTIFICATION OF SIGNATURES RESOLUTION**

Date:

Gabriel Leung  
Assistant Director  
Accounting and Financial Services  
Division of School Financial Services  
Los Angeles County Office of Education

Per LACOE Bulletin #5439, attached is the Certification of Signatures Resolution expiring on \_\_\_\_\_ which was approved during our organizational meeting on \_\_\_\_\_.

If you have any questions, please contact, (Name and title of district representative) at (Phone number), and (e-mail address).

Sincerely,

District Representative  
Title and Division

*Place on District Letterhead*

**REQUEST FOR EXTENTION OF THE  
CERTIFICATION OF SIGNATURES RESOLUTION**

Date:

Gabriel Leung  
Assistant Director  
Accounting and Financial Services  
Division of School Financial Services  
Los Angeles County Office of Education

Per LACOE Bulletin #5439, this is a request to honor the Certification of Signatures Resolution which expired on \_\_\_\_\_ until a new resolution is approved on our next organizational meeting scheduled on \_\_\_\_\_.

A copy of the new approved Certification of Signatures Resolution will be sent to you after the organizational meeting.

If you have any questions, please contact, (Name and title of district representative) at (Phone number), and (e-mail address).

Sincerely,

District Representative  
Title and Division

*Place on District Letterhead*

**NOTICE OF REVISION/AMENDMENT ON THE CERTIFICATION OF SIGNATURES**

Date:

Gabriel Leung  
Assistant Director  
Accounting and Financial Services  
Division of School Financial Services  
Los Angeles County Office of Education

Per LACOE Bulletin #5439, this is a notice of revision in our current Certification of Signatures Resolution.

Effective \_\_\_\_\_, (*describe changes*). Enclosed is the revised Certification of Signatures Resolution signed by the Secretary of the Board and the approved minutes for the revision.

If you have any questions, please contact, (Name and title of district representative) at (Phone number), and (e-mail address).

Sincerely,

District Representative  
Title and Division