



March 21, 2023

**TO:** Business Administrators  
Los Angeles County School and Community College Districts  
and Other Local Educational Agencies

**FROM:** Nkeiruka Benson, Director  
Division of School Financial Services (SFS)

**SUBJECT:** Commercial Claims Board Approval Documentation Requirement

<b>IMPORTANT INFORMATION</b>
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To avoid vendor payment processing delays, districts should ensure that the board affirmations (approvals) submitted to Commercial Claims are current, for payment requests requiring board approval backup documentation. The board approval should include an affirmation by the formal vote of the board members authorizing the expenditure. **EC35163** states *that “Every official action taken by the governing board of every school district shall be affirmed by a formal vote of the members of the Board, and the governing board of every school district shall keep minutes of its meetings, and shall maintain a journal of its proceedings in which shall be recorded every official act taken.”*

As previously published in our bulletin 4106, Education Code **(EC) 42632/85232** mandates that each order drawn on the funds of a Local Educational Agency (LEA) be signed by at least a majority of the members of the governing board of the LEA, 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. The Los Angeles County Office of Education(LACOE) has established review objectives to ensure compliance with this mandate.

The affirmation included with the backup documents can be in the form of the minutes showing the vote or the actual board approval form signed by the secretary of the Board.

If you have any questions about information covered in this bulletin, please contact Jenny Zermeño at (562) 922-8874 or [zermeno\\_jenny@laoe.edu](mailto:zermeno_jenny@laoe.edu).

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<https://www.lacoe.edu/bulletins>

Approved:

Nkeiruka Benson, Director

Division of School Financial Services

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