December 4, 2019

To: Business and Accounting Administrators
Los Angeles County K-12 School and Community College Districts,
Regional Occupational Centers/Programs (ROC/Ps) and Other Local
Education Agencies (LEAs)

From: Nkeiruka Benson, Interim Assistant Director
Accounting and Financial Services
Division of School Financial Services

Subject: Warrant Signing Machines

In our ongoing efforts to operate more efficiently, The Los Angeles County Office of
Education (LACOE) is recommending that agencies consider using a warrant signing
machine. This was previously announced in our publication on April 9, 2014.

Please note that the only acceptable methods of applying the district signature on to
commercial warrants printed by LACOE will be by using a warrant signing machine, a
signature stamp or manually signing each warrant. Manually signing or stamping a high
number of commercial warrants may require a considerable amount of time.

Warrant signing machines can process hundreds of warrants in minutes. These machines
are equipped to handle the sensitive nature of LACOE’s warrant stock and will not cause
any damage during the district level required signature process. These highly efficient
warrant signing machines are practical and could increase productivity. Most machines
have internal security features to prevent tampering and unauthorized access.

If you have questions regarding this notification, please feel free to contact me at 562-
922-6416 or Benson_Nkeiruka@lacoe.edu or Hung_Anthony@lacoe.edu.

NB:TM:sj