Information Sheet – 7/28/2022 - Board of Trustees Meeting

TO: Board of Trustees Item: 7.4

FR: Celli Coeville

DATE: July 23, 2022

RE: San Joaquin County Auditor-Controller Authorized Signature Card

An updated Auditor-Controller Authorized Signature Card is required by the San Joaquin County Office of Education to reflect the new staffing changes.

Recommended Action: Approve the revised San Joaquin County Auditor-Controller Authorized Signature Card

COUNTY OF SAN JOAQUIN
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR
ACCOUNTS PAYABLE, JOURNAL ENTRIES, AND SERVICE AND STORE FUND TRANSFERS

DISTRICT/AGENCY NAME: Jefferson Elementary School District

FUND NUMBERS:

Fund No.	Fund No.	Fund No.	Fund No.	Fund No.	Fund No.	Fund No.
62001	62013	62014	62015	62017	62021	62025
62035	62040	62067	62071	62061	62062	62063
62064						

AUTHORIZED SIGNERS FOR THE ABOVE LISTED FUNDS ONLY:

1. James W. Bridges, Superintendent
2. Celli Coeville, Chief Business Officer
3. Emily Stroup, Director of Human Resources
4.
5.
6.
7.
8.
9.
10.

DISTRICT/AGENCY HEAD APPROVAL: _____ **EFFECTIVE DATE:** _____

SAN JOAQUIN COUNTY OFFICE of EDUCATION REVIEW AND APPROVAL: _____

INSTRUCTIONS:

1. **Type Name of District or Agency with Authority over listed funds.**
2. **Type each fund number assigned to District or Agency.**
3. **Type name of persons with authority over listed funds. A separate form must be submitted for signers with limited authorization. Limitation must be noted.**
4. **To the right of their typed name, each person authorized should sign all signatures they may use in approving transactions in listed funds. Initials are not acceptable for last names. Please use BLUE ink.**
5. **Enter the effective date; generally this is 7/01/XXXX unless a change in position or employment has predicated this form being updated mid-year.**
6. **This form must be approved by the district or agency head.**
7. **Additional forms may be used if necessary to accommodate all funds under your authority.**
8. **Completed forms should be sent to SJCOE/Accounts Control (Kathryn Rusk) for final approval and submission to the County Auditor.**

INTERNAL SJCOE USE ONLY:

Date form provided to District/Agency: _____

Date form to be returned to SJCOE: _____

FY Form is provided for: _____

Date form provided to San Joaquin County Auditor/Controller: _____