

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL
AND PICK-UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

_____ School District, San Diego County ON MOTION OF
member _____, seconded by member _____
effective _____ through June 30, _____.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (one person only) to receive mail from the Accounting/Payroll Sections is _____.
2. The authorized person(s) to pick up warrants from the County Office (other than the mail addressee) are _____

- | | | Mail | Hold | |
|----|-----------|--------------------------|--------------------------|--|
| 3. | Check one | ☐ | ☐ | Monthly payroll warrants each and every month. |
| | Check one | ☐ | ☐ | Daily/Hourly payroll warrants each and every month |

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the County Office.

PASSED AND ADOPTED by said Governing Board on _____ by the following vote:
(Date)

AYES:	_____	MEMBERS
NOES:	_____	MEMBERS
ABSENT:	_____	MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, _____, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

