



MT. DIABLO UNIFIED SCHOOL DISTRICT

Fiscal Services

Designation of Authorized Signature for TIMESHEETS

Effective Fiscal Year: ____ - ____

In absence of the principal, the following individual is authorized to sign off on Timesheets for the below named school site:

Site Name: _____ Site #: _____

Name: _____ Job Title: _____ ID#: _____

Signature: _____

(As it will appear on timesheets)

I, _____, approve the above mentioned individual, who has an understanding of the criteria and restrictions for use of Program Funds, to sign timesheets for the following Program Codes:

Table with 2 columns: Program Code, Program Title. Includes four rows of blank lines for entry.

Print Site Principal's Name Signature Site Principal Date

Please note: Timesheets with the following Program Codes require additional approval by the appropriate Chief and/or applicable Program Directors and Administrators.

- LCFF, Program 0930 & 0931
Title I, Programs 3063 - 3070
Title II, Programs 3171 & 3175
Title III, Programs 3164 & 3197
Special Ed. Programs 1000-1680

Form needs to be submitted at the start of every new school year to indicate your site level authorized timesheet approver(s). Notify Payroll if any changes take place at your site during the year by resubmitting a new form.