san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES℠

San Diego County Office of Education Main Campus
6401 Linda Vista Road, San Diego, CA 92111
858-292-3500 | www.sdcoe.net

Bulletin

Topic: Annual Resolutions Authorized Designated Agents

Date: March 24, 2026

To: Chief Administrative Officers
Business Managers

From: Matthew Gilroy
Payroll Services Manager
Business Services

Pursuant to various sections of the Education Code, it is necessary that the governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the school district.

It is recommended that the governing board take necessary action for completion of the attached resolutions by its first meeting in May. The following fiscal year is the normal effective period for each resolution; however, the resolution forms are designed so that midyear changes can be made. Additions and/or deletions must be made by submitting **Revised (Board Approved)** resolutions to the County Office.

Exact specimen signatures must be on the resolution forms as they will appear on the documents. Where facsimile (rubber stamp) signature is to be used, the resolution form must illustrate both the manual signature and the facsimile. Additionally, only the mail addressee or authorized designee may pick up mail or warrants at the County Office of Education.

Please complete each resolution and return the originals to Marisa Pulido, Room 607 by June 22, 2026.

If you have questions regarding resolutions 1, 2 or 5, or the requirements at the San Diego County Office of Education, please contact Marisa Pulido at (858) 292-3555.

If you have questions regarding resolution 4 or the procedures for changing revolving cash funds, please call Sheri Walden at (858) 295-6692.

San Diego County Superintendent of Schools Dr. Gloria E. Ciriza

San Diego County Board of Education
Dr. Gregg Robinson, District 1 Guadalupe González, District 2 Alicia Muñoz, District 3
Dr. Erin Evans, District 4 Rick Shea, District 5

REMINDER -- Please review the authorized personnel on your Revolving Cash Funds each year. You must update the information if the authorized personnel leave/change.

The resolution forms are now a Writable PDF document. We hope this will make it easier for you to fill in your district's information.

MG:MP
Enclosures

RESOLUTION #_____

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) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:

   _____

   _____

   _____

   _____

		mail	hold	consortium	
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 San Diego County Office of Education.

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)

RESOLUTION # _____
PAYMENT ORDER RESOLUTION

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

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code **(all districts)**, the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

_____ or _____.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 **(merit system districts only),** no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

_____, _____
(Title)

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

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) Gov Code Sec. 5501

_____ _____

_____ _____

_____ _____

RESOLUTION # _____
RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS)

_____ School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective _____ through June 30, _____.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, _____ be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

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

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)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____SCHOOL DISTRICT
RESOLUTION _____AUTHORIZING THE REPLACEMENT OF WARRANTS

On a motion of Member _____, seconded by Member_____ the following
Resolution is adopted:

WHEREAS, during the course of business, this School District issues payroll and commercial warrants for the payments of goods and services received by the District; and
WHEREAS, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and
WHEREAS, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.
NOW, THEREFORE BE IT RESOLVED by the governing Board of the
_____
School District of San Diego County, California, that the following persons shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

	Manual Signature	Facsimile Signature
Superintendent	_____	_____
Assistant Superintendent, Business Services	_____	_____
Assistant Superintendent, Employer/Employee Relations	_____	_____
Assistant Superintendent, Educational Services	_____	_____
Director of Accounting	_____	_____

PASSED AND ADOPTED by said Governing Board on _____

AYES: _____

NOES: _____

ABSENT: _____

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

_____
Clerk of the Governing Board