From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List
Cc:	BSD-DFS List; BSD-ExecutiveStaffList
Subject:	Updated County Forms - Action Required
Date:	Friday, April 17, 2026 2:26:20 PM
Attachments:	image001.png County Forms- Helpful Reminders.pdf Board Delegation to Certify - Attest Board Action.pdf Board Delegation of Authorized Agent Status.pdf SecurID Token Authorization.pdf Termination of District Authorizations.pdf Revolving Cash Fund Establishment or Change.pdf

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Hi all,

We are pleased to share updated versions of five of our county forms. These revisions are part of our ongoing efforts to improve clarity, usability, and efficiency in processing. To assist with the transition, I have attached helpful reminders which includes a form name reference that crosswalks the current form name to the previous form number.

Action Required:
All districts are required to complete and resubmit the updated form. This ensures that all records are aligned with the most current format and requirements. If the current forms on file are still valid, please submit updated forms with current signatures.

What's New:

- **Form number removed**: The title of the form is now being used instead of a form number.
- **Fillable Format:** Forms are now fully fillable, allowing for easier completion and improved legibility.
- **Effective and End Dates:** New fields have been added to clearly define the duration of each authorization.

Please review the attached forms carefully and submit the completed documents as soon as possible. The new forms will be available on our webpage as well.

If you have any questions or need assistance, feel free to contact our office.

Thank you for your continued cooperation and support.

Lena

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San Bernardino County Superintendent of Schools

County Forms – Helpful Reminders

Authorized Agent Certification

- The authorized agent being added **may not certify their own form**. Certification must be completed by an authorized agent who has a valid *Board Delegation to Certify/Attest Board Action* form on file.
- The form must include the **signature, title, and date** of the Board Designee prior to submission.
- If no individual is authorized to certify/attest board actions, a **majority of the current school board** must certify the form.
- The authorized agent being added must also sign the form. Digital signatures are acceptable, provided they include **valid digital authentication/certification**.

Changes in Board Member Titles

- If only board member titles are changing (with no departures), the existing *Board Delegation to Certify/Attest Board Action* form may remain in effect.
- A **new form is required** when adding a new board member.

Form Completion Requirements

- All applicable authorization boxes must be **properly selected**.
- For **Purchase Orders** and **Contract** authorizations, both the **Monetary Limit** and **End Date** fields must be completed.
    - *Monetary Limit* may be specified as:
        - A fixed amount
        - "Bid Limit" or "CUPCCAA Limit"
        - "Unlimited," "N/A," or "None" (indicating no monetary restriction)

Termination of Authorization

- To terminate district authorization, complete the **Termination of District Authorizations** form.

Revolving Cash Fund (RCF)

- Each district may have **only one official Revolving Cash Fund Custodian**.
- Per Education Code Section 42800, the custodian is the **chief accounting officer** with managerial control of the RCF.
- The custodian may delegate signature authority to multiple individuals; however, **only one custodian** may be designated on the form.
- The **date of action** listed on the form serves as the effective date for termination of the previous custodian.

Required Documentation for Establishing an RCF

- A **bond** insuring the custodian for at least **twice the fund amount.**
- A **letter from the bonding company** confirming coverage.
- A copy of the bond must be submitted **annually or upon expiration.**

Form Name Reference

New Form Name:	Previous Form Name:
Board Delegation to Certify /Attest Board Action	County Form 1
Board Delegation of Authorized Agent Status	County Form 2
SecurID Token Authorization	County Form 2C
Termination of District Authorizations	County Form 4
Revolving Cash Fund: Establishment or Change	County Form 6

San Bernardino County Superintendent of Schools
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District Financial Services

Board Delegation to Certify/Attest Board Action

District Name: _____ **District #:** _____

Date of Action: _____ **Effective Date:** _____

In accordance with provisions of legal codes for the state of California and/or organizational bylaws, the governing body of the above-named school district/community college/joint power authorities hereby approves and adopts the action described below:

ADD BOARD AUTHORITY

As per Ed. Code 35250, the governing board of every school/community college district shall certify or attest to actions taken by the governing board whenever such certification or attestation is required for any purpose.

As per Ed. Code 35161, the individual(s) named below are delegated to certify or attest governing board actions:

Name: _____ End Date: _____ Signature: _____

Title: _____

Name: _____ End Date: _____ Signature: _____

Title: _____

Name: _____ End Date: _____ Signature: _____

Title: _____

Name: _____ End Date: _____ Signature: _____

Title: _____

Name: _____ End Date: _____ Signature: _____

Title: _____

Authority: Education Code: Sections 35161, 35250, 72000 (CC)

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT

SIGNATURE, GOVERNING BOARD DESIGNEE **TITLE** **DATE**

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District Financial Services

Board Delegation of Authorized Agent Status

District Name: _____ **District #:** _____

Date of Action: _____ **Effective Date:** _____

End Date: _____

In accordance with provisions of legal codes for the state of California and/or organizational bylaws, the governing body of the above-named school district/community college/joint power authorities hereby approves and adopts the action described below:

BOARD DELEGATION OF AUTHORIZED AGENT STATUS

Name of Authorized Agent: _____

Title: _____

Signature: _____

Authorization Relates to Documents Noted Below:

- ☐ **Accounts Payable Orders & Related Journal Entries**
- ☐ **Payroll Orders & Related Journal Entries**
- ☐ **Journal Entries Only (No AP or Payroll Orders)**
- ☐ **Deduction Summary Prelists**
- ☐ **Interfund Transfers**
- ☐ **Notices of Employment – Certified**
- ☐ **Budget Transfers**
- ☐ **Notices of Employment – Classified**
- ☐ **Purchase Orders:** Monetary Limit: _____
- ☐ **Notices of Employment – Student & Temporary**
- ☐ **Contracts:** Monetary Limit: _____

Authority: Education Code: Sections 17604, 17605, 35161, 42603, 81655 (CC)

I CERTIFY, UNDER PENALTY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT

SIGNATURE, GOVERNING BOARD DESIGNEE **TITLE** **DATE**

San Bernardino County Superintendent of Schools
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District Financial Services

SecurID Token Authorization

District Name: _____ **District #:** _____

Date of Action: _____ **Effective Date:** _____

End Date: _____

In accordance with provisions of legal codes for the state of California and/or organizational bylaws, the governing body of the above-named School District/Community College/Joint Power Authorities hereby approves and adopts the action described below:

SecurID Token Authorization

SecurID Token Authorization to access the San Bernardino County Schools Financial System:

☐ **Add Token**

Name of Authorized Agent: _____

Title: _____

Signature: _____

Authority: Education Code: Sections 35161, 42636, 81655
Government Code: Section 53910

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT

SIGNATURE, GOVERNING BOARD DESIGNEE **TITLE** **DATE**

San Bernardino County Superintendent of Schools
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District Financial Services

Termination of District Authorizations

District Name: _____ **District #:** _____

Date of Action: _____ **Termination Date:** _____

In accordance with provisions of legal codes for the state of California and/or organizational bylaws, the governing body of the above-named school district/community college/joint power authorities hereby approves and adopts the action described below:

TERMINATION OF DISTRICT AUTHORIZATIONS

Authorization granted to: _____ **is terminated as noted below:**

Select Terminated Authorization:

- ☐ **Board Delegation – Attest Board Action**
- ☐ **SecurID Token Authorization**
- ☐ **Accounts Payable Orders & Related Journal Entries**
- ☐ **Journal Entries Only (No AP or Payroll Orders)**
- ☐ **Interfund Transfers**
- ☐ **Budget Transfers**
- ☐ **Purchase Orders**
- ☐ **Contracts**
- ☐ **Payroll Orders & Related Journal Entries**
- ☐ **Deduction Summary Prelist**
- ☐ **Notices of Employment – Certificated**
- ☐ **Notices of Employment – Classified**
- ☐ **Notices of Employment – Student & Temporary**

Authority: Education Code: Sections 17604, 17605, 35161, 42603, 81655 (CC)

I CERTIFY, UNDER PENALTY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT

SIGNATURE, GOVERNING BOARD DESIGNEE **TITLE** **DATE**

San Bernardino County Superintendent of Schools
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District Financial Services

Revolving Cash Fund: Establishment or Change

District Name: _____ **District #:** _____

Date of Action: _____ **Effective Date:** _____

In accordance with provisions of legal codes for the state of California and/or organizational bylaws, the governing body of the above-named school district/community college/joint power authorities hereby approves and adopts the action described below:

Revolving Cash Fund Establishment or Change

☐ **Change Custodian (Terminates Former)**

☐ **Establish Original Fund:**
Fund Amount: **$** _____

☐ **Increase Fund:** **New Fund Total:** **$** _____
Increase by: **$** _____

☐ **Decrease Fund:** **New Fund Total:** **$** _____
Decrease by: **$** _____

Name of Fund Custodian: _____

Title: _____

Signature: _____

NOTE: Custodian is defined in the Education Code Section 42800 as the chief accounting officer and has managerial responsibility and control of the Revolving Cash Fund. The custodian may delegate signature authority to multiple persons. Education Code Section 41021 applies to all with signature authority as pertaining to bonding requirements.

Authority: Education Code: Sections 42800-6, 85400-5

SUPPORTIVE DATA:

1. Schedule bond, schedule position bond, or blanket bond from bonding company insuring custodian of fund for at least twice amount of fund.
2. Letter from bonding company stating custodian covered by above bond.

I CERTIFY, UNDER PENALTY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT

SIGNATURE, GOVERNING BOARD DESIGNEE **TITLE** **DATE**