



DISTRICT BUSINESS SERVICES

TO: District Business Officials
Contra Costa County School Districts

FROM: Tammy Webb
Fiscal Service Technician
District Fiscal Services

DATE: June 17, 2013

SUBJECT: **CERTIFICATE OF SIGNATURES FOR VENDOR AND PAYROLL
WARRANT PICKUP**

Enclosed is the Certificate of Signature form for vendor and payroll warrant pickup for the 2013-14 fiscal year. If the same person is authorized to pick up both vendor warrants and payroll warrants, it is necessary to write only the word “**same**” on the payroll warrant list.

Please complete and return the attached form to Tammy Webb no later than **June 30, 2013.**

Brentwood, Byron, Liberty, Antioch, Knightsen, Martinez, Oakley and Pittsburg:

Note that Julio Perez/Tito Rodriguez will also sign as a district agent for your district when the form is returned to COE.

If you have any questions please contact Tammy Webb at (925) 942-3493 for vendor warrants or Felicia Hill at (925) 942-3321 for payroll warrants.

Enclosure

DBS Bulletin #002 13/14

CONTRA COSTA COUNTY OFFICE OF EDUCATION
DISTRICT BUSINESS SERVICES

School District

Certificate of Signature

I, _____ Superintendent, certify that the signatures shown below are the verified signatures of this district's agents authorized to pick up commercial vendor warrants (weekly) and payroll warrants and payroll related vendor warrants (once or twice a month).

These approved signatures will be considered valid for the period of:

July 1, __ to June 30, __.

Signature of District Agents

	<u>Payroll / Commercial Vendor Warrants</u>	<u>Payroll Warrants</u>
Signature:	_____	_____
Typed:	_____	_____
Signature:	_____	_____
Typed:	_____	_____
Signature:	_____	_____
Typed:	_____	_____
Signature:	_____	_____
Typed:	_____	_____

Authorized by: _____
Superintendent

If more signatures are required, please attach an additional sheet.