

## AUTHORIZED SIGNATURES

Employees of the Ventura County Office of Education must be specifically authorized to sign official documents. Employees serving in the following positions have been authorized to sign all documents:

County Superintendent	All Documents
Associate Superintendent Curriculum & Instruction	All Documents
Associate Superintendent Business & Personnel Services	All Documents
Assistant Superintendent Student Programs & Services	All Documents
Director Business Services	All Documents

Employees in the following positions have only been authorized to sign the documents indicated:

Director Human Resources	All Personnel Documents
Purchasing Manager	Purchase orders Business Services

Department Heads, Program Managers, and Assistants who have signed a signature authorization form which has been approved by their respective Associate or Assistant Superintendent or Department head. Upon approval, the authorization form is filed in the Business Office.

Purchase requisitions (including reprographics work orders), and travel claims, time cards overtime authorization.