

RESOLUTION NO. _____

Authorization to Encumber Funds for the Following Fiscal Year

WHEREAS the _____ School District has determined that it has a need to issue purchase orders for the following fiscal year prior to July 1 in certain unique circumstances where there are requirements for items or services immediately after the beginning of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the _____ School District authorizes the following positions to sign and approve requests for purchase orders:

BE IT FURTHER RESOLVED that the positions listed above will be responsible to ensure that funds will be budgeted in the following fiscal year for the items or services ordered in advance of the beginning of the fiscal year.

PASSED AND ADOPTED this _____ day in _____.

Secretary to the Governing Board

PLEASE SELECT ONE OF THE OPTIONS LISTED BELOW:

- Encumber funds in **Galaxy** only.
- Encumber funds in **Galaxy and OneSource** (if applicable for warehouse).