

## HOW TO COMPLETE FORM 3350

### ANNUAL UPDATE:

After the annual organization meeting, please complete the form as follows:

1. Check all applicable boxes (i.e. Newly Elected Governing Board, Addition to Column (s), and/or Replacement to Column (s)) located at the top of the form.
  - a. For Addition and Replacement to Column (s), be sure to indicate the applicable column or columns that are being amended.
2. List authorized personnel in the order of approval for payroll and commercial warrants (Column II).
3. List authorized personnel in the order of approval for Notices of Employment (Column III).
4. Each authorized personnel must provide their signature under the appropriate column they have been certified for.
  - a. **The form must be signed with the exact signature that will be used to sign documents.** For example: if a person wishes to sign documents using their first and second initials and last name, the form should be signed with first and second initials and the last name.
5. Indicate the number of signatures the district requires for orders of salary payments and “B” warrant orders at the bottom portion of the form.
6. Signatures of the members of the district’s governing board must be obtained.
7. The Clerk or Secretary of the Board must sign at the bottom of the form to verify the signatures.
8. Submit the completed original, with a copy of the board agenda to the attention of:  
Tianna Knight, District Fiscal Services
  - a. A copy of the board agenda authorizing these individuals to sign on behalf of the district must accompany the Certification of Signatures form. Please note that board approval is obtained for employees rather than positions.

### ADDITIONS/CHANGES:

Throughout the year, changes may occur within your district and individuals may need to be added or replaced. When such a need arises, the Certification of Signatures form must be updated accordingly.

1. A new form must be completed for the addition and/or change.
  - a. The new form must be taken to the Board for approval
2. Check all applicable boxes (i.e. Addition to Column (s), and/or Replacement to Column (s)) located at the top of the form.
  - a. Indicate the applicable column or columns that are being amended.
3. List the authorized personnel in the appropriate column(s).
4. The authorized personnel must provide their signature under the appropriate column they have been certified to sign for. **The form must be signed with the exact signature that will be used to sign documents** (please see 4(a) above for more detailed instruction). Please note:
  - a. To **add** an individual to the Certification of Signature form only the new individual needs to sign.
  - b. To **replace** an individual to the Certification of Signature form, the entire column needs to sign.
5. Signatures of the members of the district’s governing board must be obtained
6. The Clerk or Secretary of the Board must sign at the bottom of the form to verify the signatures.
7. Submit the completed original, with a copy of the board agenda to the attention of:  
Tianna Knight, District Fiscal Services
  - a. A copy of the board agenda authorizing the individual(s) to sign on behalf of the district must accompany the Certification of Signatures form.

### PLEASE NOTE:

- Our office will not accept scanned copies of the original Certification of Signature form. A completed, original copy of the form, accompanied by a board agenda, must be submitted to our office for processing and approval.
- Forms that are incomplete or do not contain original signatures will not be processed and will be immediately returned to the district office.
- A form must be accepted and processed by our office before the verified signatures will be authorized to sign orders drawn on the funds of the school district and/or Notices of Employment.
  - Please allow 3-4 business days for processing before authorized agents begin to sign for warrant orders, salary payments, or Notices of Employment.