Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Charter School Delegation Form

CHARTER SCHOOL RESOURCES

Charter School _____

Charters are required to complete this form upon any change in delegated individuals, to document authorization for approvals made through Escape to transfer funds via journal entry and approve disbursements (withdraws) of the charter's funds from the Santa Barbara County Treasury. In addition, this form is used to document the names of the individuals authorized to act as an agent of the charter (including authorizing system users in Escape, entering into agreements on the charter's behalf, and signing the Unaudited Actuals reports). Charters should consult with their legal counsel should any questions arise regarding delegation of authority.

The following individual(s) is/are authorized to act as an agent for the charter school (including authorizing users in Escape):
The following individual(s) is/are authorized to approve disbursements (withdraws) from the Santa Barbara County Treasury*:
The following individual(s) is/are authorized to approve Cash Transfers (Inter-Org Journal Entries) *:

***Escape Permissions**

The above delegations are approved by the Charter Executive Director (or equivalent), Charter Board/Trustee President (or equivalent), and the charter's district sponsor:

SIGNATURE
TYPED NAME
Charter Executive Director (or equivalent)
SIGNATURE
TYPED NAME
Charter Governing Board President
SIGNATURE
TYPED NAME
Charter Authorizer