South Carolina
Department of Education

Together, we can.

Jim Rex
Superintendent of Education

MEMORANDUM

TO: District Superintendents

FROM: A. Len Richardson, Director
Office of Finance

DATE: July 14, 2010

RE: Authorized Signature Form

The Office of Finance needs to update the authorized signature form for the Superintendent and designee(s). Please complete the attached form and return to the Office of Finance by Friday, July 30, 2010.

If you have any questions, please call me at (803) 734-8122. Thank you for your cooperation in this matter.

/km

Attachment

1429 Senate Street Columbia, SC 29201 **Phone** 803.734.8500 **Fax** 803.734.3389 **Web** www.ed.sc.gov

AUTHORIZED SIGNATURE FORM

DATE:_____

DISTRICT NAME:_____

COUNTY/DISTRICT NUMBER:_____

NAME AND SIGNATURE OF THE SUPERINTENDENT
For Reports or Forms Submitted to the Office of Finance

PRINT OR TYPE NAME	SIGNATURE	E-MAIL ADDRESS

NAME AND SIGNATURE OF ANY DESIGNEE(S)
For Reports or Forms Submitted to the Office of Finance

PRINT OR TYPE NAME	SIGNATURE	E-MAIL ADDRESS
PRINT OR TYPE NAME	SIGNATURE	E-MAIL ADDRESS
PRINT OR TYPE NAME	SIGNATURE	E-MAIL ADDRESS
PRINT OR TYPE NAME	SIGNATURE	E-MAIL ADDRESS

Mail to:
S. C. Department of Education
Office of Finance-SAF
1429 Senate Street, Room 308
Columbia, South Carolina 29201
FORM: FIN-SAF
JULY - 2010