



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents

**FROM:** Mellanie B. Jinnette, CFO  
Office of Finance

**DATE:** July 1, 2015

**RE:** Authorized Signature Form

The South Carolina Department of Education's Office of Finance needs to update the authorized signature form for district superintendents and their designee(s). Please complete the attached form and submit it to Ms. Kim Moss at [kmoss@ed.sc.gov](mailto:kmoss@ed.sc.gov) by Monday, July 27, 2015.

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

/km

Attachment

cc: School Business Officials