

SAN CARLOS UNIFIED SCHOOL DISTRICT NO. 20



MEMORANDUM

TO: Governing Board

Through: Richard Wilde, Superintendent

DATE: June 26, 2012

FROM: Sharon Nosie *SN*
Business Manager

SUBJECT: Check Signers/Assignment

I am requesting your approval to update the check signers for the school district's accounts with Bank of the West. Some administrators have left the school district and therefore need to remove their name:

Alvena Bush	No Longer with the District
David Pastor	No Longer with the District

Our check signers are as follows: Richard Wilde, Catherine Steele, and Delphine Rodriguez; but will consider adding more check signers.

The names below with assignments should be listed on the account but not as check signers as these persons handle the account and Sharon Nosie as Treasurer/contact person to oversee all accounts:

Gertrude Goode	Cafeteria Clearing Acct/Revolving Fund
Sharon Nosie	Auxiliary/Student Activities Fund
Melvalena Kitcheyan	Employee Group Health Insurance

Thank you for your consideration in this matter.