

Lake County Office of Education
Office of the Superintendent

Board of Trustee Approval of a Change of Authorized Signers

ISSUE: A copy of approved Board of Trustee meeting minutes is needed to reflect approval to change authorized signers on Wells Fargo Accounts.

BACKGROUND/PREVIOUS BOARD ACTIVITY

Rebecca Peterson, authorized to sign on the Wells Fargo accounts, retired from Lake County Office of Education in May 2015.

DISCUSSION

We have submitted a request to remove Rebecca Peterson (retired mid-May 2015) and add Karen Shippley to both Wells Fargo accounts. Karen is Director of District Fiscal Services and is a logical replacement as signer on the two Wells Fargo Bank accounts.

Wells Fargo Account ending in 6573 is the account used to pay Payroll Taxes.

Wells Fargo Account ending in 6656 is the Merchant account used in the acceptance of Credit Cards to process payment for fingerprinting.

FISCAL, STAFFING, AND FACILITIES

NA

SUPERINTENDENT RECOMMENDATION

To approve the change of authorized signers

Report prepared by Michelle Buell