



2500 Vineyard Avenue, Oxnard, CA 93036 ~ Telephone: (805) 485-3111 ~ Fax Number (805) 604-7825 ~ www.rioschools.org

DESIGNATION OF PERSON TO RECEIVE WARRANT

I, _____ AM AN EMPLOYEE OF THE
(Print Name)

VENTURA COUNTY SUPERINTENDENT OF SCHOOLS: PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 53245, WHICH ALLOWS ME TO DESIGNATE A PERSON, WHO UPON MY DEATH, SHALL BE ENTITLED TO RECEIVE ALL WARRANTS OR CHECKS THAT WOULD HAVE BEEN PAYABLE TO ME BY MY EMPLOYER HAD I SURVIVED. I HEREBY DESIGNATE THE BELOW NAMED PERSON AS THE ONE ENTITLED TO RECEIVE ALL SUCH WARRANTS OR CHECKS:

Name of Designee: _____

Address of Designee: _____

Dated

Employee Signature

IF A DESIGNATION OF PERSON TO RECEIVE WARRANT FORM IS ON FILE WITH THE DISTRICT, THE WARRANT PROCESSING TO A DECEASED IS AS FOLLOWS:

1. The District should inform the next of kin of the existence of the designation form and that warrants will be endorsed to the recipient and released to the recipient upon claim by that party and upon sufficient proof of identification by the designated recipient.
2. Request all final pay on a manual warrant, a pre-pay salary warrant. Indicate the date of death on the pay request. Attach a copy of the *Designation of Person to Receive Warrant*.
3. School Business Authority Services (SBAS) will prepare the warrant payable to the designee.
4. The warrant(s) will be released to the district for release to the designee. The district will request proof of identification and signature for the warrant being released.
5. Schools Business Authority Services (SBAS) will give priority for the processing of *Designation of Person to Receive Warrant* form and processing should not exceed two (2) working days.

IFA DESIGNATION OF PERSON TO RECEIVE WARRANT FORM IS ON FILE WITH THE DISTRICT, THE WARRANT RELEASE IS SUBJECT TO THE PROVISION OF PROBATE CODE SECTION 530.