

CHAPTER 7.00 - BUSINESS SERVICES

7.25 – Facsimile Signatures

POLICY:

- (1) In accordance with Section 116.34(3), Florida Statutes, the Superintendent and the Chairperson of the School Board, after filing with the Department of State their manual signatures certified under oath, may execute or cause to be executed with a facsimile signature:
 - (a) Any public security as permitted by Florida Statutes.
 - (b) Any instrument of payment.
 - (c) Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said School Board and such authorization is reflected in the minutes thereof.
 - (d) Contracts with school personnel.

- (2) Definitions as used in this policy are as follows:
 - (a) Public security means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.
 - (b) Instrument of payment means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.
 - (c) Instrument of conveyance means an instrument conveying any interest in real property.
 - (d) Facsimile signature means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

- (3) The Vice-Chairperson shall have no authority to sign warrants or school documents except when he/she is required to assume the duties of the Chairperson; in which case he/she shall be legally empowered to sign warrants and other legal documents as the Chairperson would be empowered to sign. However, the Vice-Chairperson may not use a facsimile signature.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 116.34, 1001.43, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0421

HISTORY:

Adopted:	08/20/13
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Formerly:	New