

## CHAPTER 7.00 - BUSINESS SERVICES

### FACSIMILE SIGNATURE

7.38

- I. In accordance with Florida Statutes, after filing a manual signature certified under oath, the Superintendent and Chairperson of the School Board may execute or cause to be executed 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 be reflected in the minutes thereof.
  - D. Contracts with school personnel.
- II. 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.
- III. The vice-chairperson shall have no authority to sign warrants or school documents except when he or she is required to assume the duties of the chairperson, in which case, he or she shall be legally empowered to sign warrants and other legal documents as the chairperson would be empowered to sign.



## CHAPTER 7.00 - BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 116.34, 1001.43, F.S.

HISTORY: ADOPTED: 07/01/2002  
REVISION DATE(S): 04/26/04; 09/08/2011  
FORMERLY: NEW