

Signature Stamps/Plates

At the annual organizational meeting of the Board of School Trustees after the election of officers, or at any other meeting, the board may authorize the making and use of facsimile plates for the signatures of the board president and board secretary.

Specific use of a signature facsimile on any school corporation document(s) can only be authorized by the board by its own motion or resolution.

With the exception of the superintendent of schools employment contract, contracts may be signed by use of the facsimile signatures only after the board approves the contracts by a majority vote of all members of the board. This includes contract changes. The board authorizes use of signature facsimile plates for bills payable, payroll, and non-employment contracts.

The school corporation treasurer is responsible for the securing and safe keeping of the facsimile signatures, and for use of the same on all board-approved documents.

Legal Reference: I.C. 5-1-3-2(a)
I.C. 23-15-4-1
I.C. 20-26-4-8

Date Adopted: August 8, 1994