

USE OF FACSIMILE SIGNATURES

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 signatures of the Board President and Board Secretary. For purposes of this policy, facsimile signature includes a facsimile signature stamp or an electronic signature.

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. The Board motion or resolution must state the type of facsimile signature to be used and must state a facsimile signature will be used only upon the approval of the contract or document by a majority vote of all of the members of the Board.

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. 20-26-4-8  
                                  I.C. 26-2-8-102(10)  
                                  I.C. 26-2-8-202(b)

Board Adopted:           August 8, 1994  
Board Revised:           August 12, 2024