

## FACSIMILE SIGNATURE

7.021

- I. The facsimile signature of the School Board Chairperson and the Superintendent may be affixed to warrants provided an affidavit has been filed in accordance with Section 116.34(3), Florida Statutes. The facsimile signature may be used in lieu of a manual signature on
  - 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; and
  - D. Contracts with school personnel.
- II. Definitions as used in this policy are as follows:
  - A. *Public security* means a bond, a 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 of the School Board 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 such 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.**

**LAW(S) IMPLEMENTED:**

**116.34, 1001.43, F.S.**

**HISTORY: ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): 03/12/2015**  
**FORMERLY:**