

## CHAPTER 7.00 - BUSINESS SERVICES

### FACSIMILE SIGNATURE

7.38

- (1) In accordance with Florida Statutes, the Superintendent and the chairperson of the School Board, after filing with the Department of State, his/her manual signature certified by him/her under oath, may execute or cause to be executed with a facsimile signature in lieu of his/her manual 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.
- (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.

## CHAPTER 7.00 - BUSINESS SERVICES

### STATUTORY AUTHORITY:

1001.42, F.S.

### LAWS IMPLEMENTED:

116.34; 1001.43, F.S.

### HISTORY:

ADOPTED:  
REVISION DATE(S): 04/11/2011  
FORMERLY: 8.158