

CHAPTER 7.00 - BUSINESS SERVICES

FACSIMILE AND ELECTRONIC SIGNATURES

7.38

- I. ~~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.~~
- 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/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.~~
- IV. ~~Electronic signatures may be used on official School Board documents in a manner consistent with Florida's Uniform Electronic Transaction Act. The Superintendent shall adopt and implement control processes and procedures to ensure integrity, security, confidentiality, and audit-ability of business transactions conducted by using electronic signatures.~~

STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

LAW(S) IMPLEMENTED: 116.34, 668.006, 668.50, 1001.43, F.S.

HISTORY: ADOPTED: 02/21/06

REVISION DATE(S): 05/17/11, 06/28/15, 11/6/18

FORMERLY: NEW

NOTES: