FACSIMILE AND ELECTRONIC SIGNATURES

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: