

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
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NOTES: