

6Gx53-5.013 FACSIMILE SIGNATURES:

I. Superintendent and Board Chair: In accordance with Florida Statute 116.34 the Superintendent and the Board Chair, after filing with the Department of State his or her manual signature, certified by him or her under oath, may execute or cause to be executed with a facsimile signature in lieu of his or her manual signature as follows.

A. Authorized Documents:

1. Any public security, provided that at least one signature required or permitted to be placed thereon, shall be manually subscribed;
2. Any instrument of payment;
3. 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;
4. Contracts with personnel.

B. Definitions: Definitions as used in this policy are as follows:

1. Public Security: A bond, note, certificate of indebtedness, or other obligation for the payment of money, issued by this Board.
2. Instrument of Payment: A check, draft, warrant or order for the payment, delivery or transfer of funds.
3. Instrument of Conveyance: An instrument conveying any interest in real property.
4. Facsimile Signature: A reproduction by engraving, imprinting, stamping, or other means, of the manual signature of an authorized officer.

II. Cross Reference: For further information refer to the following policy numbers:

A. 6Gx53-1.003, POWERS AND DUTIES

B. 6Gx53-2.001, SUPERINTENDENT OF SCHOOLS

The School Board of Polk County, Florida
Policy 5.013

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, and 1001.43

Laws Implemented: Florida Statute 116.34

Adopted: April 9, 1975

Readopted: April 28, 1987

Amended:

April 23, 1980