

Brevard County (Florida)
Bylaws & Policies

FACSIMILE SIGNATURE

In accordance with FS 116.34, the Superintendent and the chairman 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 certain documents, as approved by the School Board, with a facsimile signature in lieu of his/her manual signature. For the purposes of this policy, the facsimile signature shall mean a reproduction by engraving, imprinting, stamping or other means of the manual signatures which may be affixed to:

- A. Any public security as permitted by Florida Statutes and approved by the School Board; a public security means a bond, note, certificates in indebtedness, or other obligation, as provided by statute;
- B. Checks, drafts, warrants, vouchers, or order for payment or transfer of funds;
- C. Any official order, proclamation, instrument of conveyance, or resolution, provided, that the same has been authorized by the School Board and such authorization is reflected in the minutes thereof;
- D. Any official order, proclamation or resolution that is not a legislative bill or veto;
- E. Contracts with school personnel.

The Chairman and Superintendent may affix his/her manual signature to the instruments identified in this policy as long as they continue as such officers/employees of the District. The vice chairman shall have no authority to sign warrants or school documents except when he/she is required to assume the duties of the chairman; under these circumstances, he/she shall be legally empowered to sign warrants and other legal documents as the chairman would be empowered to sign.

In order to protect the Board and its employees from loss, damage, or expense caused by the unauthorized use of a facsimile signature, the Superintendent shall procure for the District and for the individuals identified above, a surety bond in such amount as approved by its legal advisor.

The actual facsimile signature shall be maintained under the care, custody and control of the Associate Superintendent of Financial Services.