

AUTHORIZED SIGNATURES

FILE: DGA

TITLE: Facsimile Signatures

POLICY:

- (1) The facsimile signature of the Chairman of The School Board of Orange County, Florida ("Board") and the Superintendent may be affixed to warrants as authorized by Board resolution provided an affidavit has been filed in accordance with Section 116.34(3), Florida Statutes. The facsimile signature of the Board Chairman may be used on contracts with instructional staff members and warrants.
- (2) The Vice Chairman of the Board shall have no authority to sign warrants or school documents except when required to assume the duties of the Chairman. In assuming such duties, the Vice Chairman shall be legally empowered to sign such warrants and other legal documents as the Chairman would be empowered to sign but may not use a facsimile signature.
- (3) As used herein, "facsimile signature" shall mean a reproduction by engraving, imprinting, stamping, or other means of the manual signature.
- (4) The only persons designated and authorized to use the facsimile signature of the Board Chairman are the Senior Administrator - Accounts Payable, Senior Manager - Accounts Payable, Director - Payroll, Assistant Director - Payroll, and Senior Manager - School Board Member Services.
- (5) The facsimile signature shall be kept secured at all times.

SPECIFIC AUTHORITY: Sections 116.34(3) and 1001.41(2), Florida Statutes

ADOPTED: 11/17/08

REVISED: 3/14/17