

6Hx19-1.42 FACSIMILE SIGNATURES

The District Board of Trustees (Board) authorizes the Board Chair, Board Vice-Chair, and/or President to prepare and utilize a facsimile signature, in lieu of their manual signature, in accordance with State law, and to affix such facsimile signature, after filing with the Department of State their manual signature certified by them under oath, to the following:

- A. Any public security or instrument of conveyance provided that at least one (1) signature required or permitted to be placed thereon shall be manually subscribed;
- B. Any instrument of payment; and/or
- C. Any official order, proclamation, or resolution; provided, however, that this shall not apply to the signing of legislative bills or veto messages.

As set forth in State law, a facsimile signature is defined to include the reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

The individuals specified above may affix their facsimile signature to such instruments, orders, proclamations, or resolutions so long as they continue to act as such officers/employees.

Said instruments of payment include checks, drafts, warrants, or orders for the payment, transfer, or delivery of funds, and shall be drawn on or relate to the accounts of the Board with various financial institutions (depositories/banks) with which the College conducts business.

The actual facsimile signature(s) should be maintained under the care, custody, and control of each authorized individual.

Rule Initially Adopted: 10/12/72

Revision Date: 10/12/72; 10/4/73; 10/7/75; 11/19/79; 5/20/85; 1/20/98; 03/09/09;
10/15/12; 3/2/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 116.34

Law Implemented: FS: 1001.64(1)(2)(4)(43)(44); 1001.65(1)(16)(24)