

District Board of Trustees Policy (BOT)



Policy Title: Use of Facsimile Signatures

Policy Number: 6Hx6:4.13

Specific Authority:

Florida Statute 116.34; 1001.64
Florida Administrative Code

Policy Approved: 09/24/13; 01/27/15

Policy:

The District Board of Trustees authorizes the Chair and the Secretary of the Board (President) and/or their designees, to use facsimile signatures with the same legal effect as a manual signature in accordance with Florida Statute.

Procedures:

- A. After the July District Board of Trustees meeting at which the new Chair is elected, the Chair and the Secretary (President), and their designees, as may be appropriate, will each sign a Certificate of Facsimile Signature form. The signature on the forms will be notarized and sent by certified mail or overnight courier to the responsible person at the Florida Department of State, 500 South Bronough Street, Tallahassee, Florida 32301.
- B. The Chair and Secretary will also sign any applicable financial institution's forms to change the authorized signatures on all financial accounts held in the name of the District Board of Trustees of Florida SouthWestern State College to the newly elected Chair of the Board and Secretary.
- C. Administrative Services will be responsible for obtaining manual signatures from the Chair and Secretary that can be used to convert to a facsimile signature for checks, employment contracts, and any other College document that may require a facsimile signature of the Florida SouthWestern State College's District Board of Trustee Chair and/or Secretary.