

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-2.50

TITLE	OFFICIAL AND FACSIMILE SIGNATURES
REFERENCE	FS 116.34
HISTORY	Florida Statute Revised 1995 Local Language Revised May, 1989

FS 116.34 Facsimile Signatures

(3) USE OF FACSIMILE SIGNATURE -- Any authorized officer, 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 a manual signature:

(a) Any public security or instrument of conveyance, provided that at least one signature required or permitted to be placed thereon shall be manually described.

(b) Any instrument of payment.

(c) Any official order, proclamation or resolution; provided, however, that this shall not apply to the signing of legislative bills or veto messages.

Upon compliance with this act by the authorized officer, a facsimile signature has the same legal effect as a manual signature.

Local Language

Official signatures for checks and legal documents shall be those of the President of the College and the Chairperson of the Board. Either facsimile or manual signatures may be used on checks. A facsimile signature of the Chairperson of the Board or of the

President, but not both simultaneously, may be used in lieu of a manual signature on contracts with personnel.

The official signature for commitment of expenditures including, but not limited to, procurement of materials and/or services shall be that of the President of the College.

The President is authorized to sign any documents, agreements, contracts, instruments of payment and conveyances which reflect action approved or authorized by the board.

The President shall have the authority to enter into Grants and Educational/Training Contracts with Governmental bodies. The President shall also have the authority to carry out activities necessary for implementation of the project as outlined in the project, grant and/or contract. This authority includes the entering into subcontracts required by the grant and/or contract from a Governmental Agency. The President shall bring all grants and contracts, along with any subcontracts, to the Board at the earliest subsequent Board meeting.