



Northwest Florida State College

TITLE: OFFICIAL FACSIMILE SIGNATURES

AUTHORITY: FS 116.34

SEE ALSO: [Click here to enter text.](#)

DATE ADOPTED: [Click here to enter a date.](#)

NUMBER OF PAGES: 1

REVISIONS: 5/89; November, 2012

SIGNATURE OF BOARD SECRETARY: 

PURPOSE OF POLICY

To document the acceptance of facsimile signatures on checks and other college authorizations.

Local Language

In accordance with [FS 116.34](#), 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.

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, or his/her designee.

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