

**POLICY: 6Hx28: 5-13**



**Responsible Executive:** Vice President,  
Business Operations and Chief Financial  
Officer

**Policy Contacts:**

**Specific Authority:** 116.34, F.S., 668.004,  
F.S.

**Law Implemented:** 116.34, F.S., 668.004, F.S.

**Effective Date:** 12-18-2012

**Date of Last Policy Review:** 12-18-2012

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## Signatures

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**Policy:**

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

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**Policy History:**

Adopted 02-15-11; Amended 12-18-12

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**Procedures:**

- I. 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 to:
  - A. Responsible Person
  - B. Department of State
  - C. 500 South Bronough Street

D. Tallahassee, FL 32301

- II. 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 Valencia College to the newly elected Chair of the Board and Secretary.
- III. Financial 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 Valencia's District Board of Trustees' Chair and/or Secretary.

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**Procedure History:**

Adopted 02-15-11; Amended 12-18-2012

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**Date of Last Procedure Review:** 12-18-2012