

AUTHORIZED SIGNATURES

FILE: LWCS

TITLE: Facsimile Signatures

POLICY:

- (1) The facsimile signature of the Chairman of The Board of Trustees (“Board”) and the Superintendent may be affixed to checks and binding agreements as authorized by the by- laws. The facsimile signature of the Board Chairman may be used on contracts with instructional staff members and checks.
- (2) Only the Chairman of the Board shall have authority to sign checks in the absences of the Superintendent or the Chief Financial Officer.
- (3) As used herein, “facsimile signature” shall mean a reproduction by engraving, imprinting, stamping, or other means of the manual signature.
- (4) The only persons designated and authorized to use the facsimile signature of the Board Chairman and Superintendent is the Corporate Secretary, the Chief Financial Officer and any person designate by the Superintendent.
- (5) The facsimile signature shall be kept secured at all times.

ADOPTED: XX/XX/XXXX