



# COLLEGE of CENTRAL FLORIDA POLICY MANUAL

<b>Title:</b> SIGNATURES	<b>Number:</b> 3.13	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 116.34	<b>Board Adoption/Revision Approval</b> <b>Dates:</b> 9/3/80, 10/19/88, 3/17/99, 10/22/02	

All personnel contracts require the signatures of the College President and the Board Chair. The Chair's facsimile signature, in the custody of the President, may be used on these documents.

All checks shall be pre-numbered and signed by two persons authorized by the District Board, one of whom shall be the President. Facsimile signatures may be used for these depository withdrawals. The signature machine shall be in the custody of and controlled by the Chief Fiscal Officer.

Authorized College representatives shall file certified copies of their manual signature with the Office of the Secretary of State prior to using facsimiles.

The employee's name as it appears on his or her contract or appointment form will be considered his or her legal name. College employees will affix their signatures or initials which accurately represent their legal names on all official College correspondence requiring signatures. This applies to reports, receipts, and all other documents requiring signatures of employees.