

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Authorization To Use Facsimile Signature	
Procedure No. 6105-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies): 6105 Authorization To Use Facsimile Or Electronic Signature	Last Reviewed:7/19/2018

1. Background

Describe relevant background to the implementation of the policy.
 The Treasurer's signature is used on checks, drafts, warrant-checks, vouchers and other orders on public funds deposited in designated depositories. A facsimile or electronic signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photostatic or mechanical device.

2. Responsibilities

Title: Treasurer	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i> Authorizes designated depositories to honor any instrument bearing the Treasurer's facsimile or electronic signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.</p> <p>The actual facsimile or electronic signature should be maintained under the care, custody and control of the Treasurer's Department and, as further precaution, all checks must be entered into the check register to account for all numbers.</p>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. The Treasurer must notify the designated depositories in writing; a description of the device used to produce the facsimile or electronic signature and a sample of the signature.
2. The Board purchases a surety bond to protect the loss of any public funds.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

No equity considerations in this procedure.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.