

**AUTHORIZATION TO USE FACSIMILE SIGNATURE**

The Board of Education authorizes the Treasurer and the Superintendent of Schools to prepare and utilize a facsimile signature, in lieu of their manual signature, and to affix such facsimile signature to any of the following instruments: checks; drafts; warrants; vouchers; or other instruments for the payment of money and necessary or desirable in connection with the withdrawal of Board funds for and on its behalf. The individuals specified above may affix their manual or facsimile signature to the instruments identified so long as they continue to act as such officers/employees. The use of facsimile signatures is expressly approved by the Board. Said checks, drafts, warrants, vouchers, or other instruments for the payment of money may be drawn or relate to the accounts of the Licking Heights Local School District with the various financial institutions (depositories/banks) with which the Licking Heights Local School District conducts business.

The Board directs that the financial institutions (depositories/banks), with which the Licking Heights Local School District does business, are authorized and requested to accept, honor, cash, pay or transfer, without limit as to the amount or without further inquiry, checks bearing the authorized signature(s) as provided by the immediately preceding paragraph whether tendered in payment of an individual obligation or deposited in the account of the Licking Heights Local School District. The Treasurer is directed to provide written notice of the adoption of any facsimile signature to the depository from which funds are to be withdrawn, which notice shall include a description of the device to be used, a specimen of such facsimile signature, and a copy of this policy. Prior to use of the facsimile signature, the written approval of such depository must be obtained.

Facsimile signature is defined to include, but is not limited to, the reproduction of any authorized signature by a copper plate or by a photographic, photostatic, or mechanical device. Facsimile signature does not authorize the use of a rubber stamp signature for any of the instruments detailed above.

The actual facsimile 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 so that all numbers can be accounted for.

R.C. 9.10, 9.11, 9.12, 9.14, 133.27

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**Adopted (DATE)**