

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 2.05

TITLE: SIGNING AUTHORITY

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64
STATE BOARD OF EDUCATION RULES: 6A-14.0261, 6A-14.075

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The District Board of Trustees shall constitute the contracting agent of the College. The Board shall approve all intergovernmental agreements, as well as all contracts in excess of that authorized to be approved by the president by appropriate statute and rule. The Board authorizes the use of facsimile signatures on checks, personnel contracts, and when permissible, other College documents.

The Board authorizes signatory authority on College banking accounts to the Board chair and the president, and such signatory authority will remain in effect until changed following the election of a new Board chair or appointment of the president. The Board may authorize temporary signatory authority to the vice chair of the Board or another Board member as necessary for operational efficiencies.

The president may negotiate and sign contractual agreements with outside agents in accordance with applicable statutes and rules.

The president may delegate the authority to negotiate contracts and to provide signatory authority as established by procurement guidelines stipulated in College administrative procedures.

The president may delegate to appropriate administrators the responsibility to maintain in safekeeping the facsimile signatures of those authorized by the Board to sign personnel contracts, and when permissible, other College documents.

Also see: District Board of Trustees Policy 4.04

HISTORY: Last Reviewed 9/16/2025

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/01/04, 7/01/07, 11/12/19

Revised: 11/28/01, 12/10/08, 6/27/12, 1/23/13, 9/16/25