



Book Policy Manual

Section Vol. 32 No. 2 for Board Approval

Title Revised Policy - Vol. 32, No. 2 - June 2020 - AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURE

Code po6105

Status

Adopted January 14, 2010

6105 - AUTHORIZATION TO USE FACSIMILE SIGNATURE TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURE

Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Trustees ~~Managers~~ authorizes the acceptance and distribution/transmission of electronic records to and from Cooperative staff and other persons, as well as between Cooperative staff members. The Board ~~of Managers~~ authorizes the Treasurer, () Board President, () Board Secretary, () Director of Special Education Schools, () members of the Board ~~_____~~ [other employees of the ~~Board-Cooperative~~ who are permitted or required in the performance of their duties to affix their signature on any check, draft, warrant, voucher or other instrument for the payment of money] to prepare and utilize ~~a facsimile-an electronic~~ signature, in lieu of their manual signature, and to affix such ~~facsimile-electronic~~ 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-Cooperative~~ funds for and on its behalf. The individuals specified above may affix their manual or ~~facsimile-electronic~~ signature to the instruments identified so long as they continue to act as such officers/employees. The use of ~~facsimile-electronic~~ 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 _____ Cooperative with the various financial institutions (depositories/banks) with which the _____ Cooperative conducts business.

The Director shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records to comply with the mandates of State and Federal agencies or programs, including Medicaid.

All Cooperative staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all Cooperative staff and other persons who use electronic signatures when completing transactions with the Cooperative shall do so in compliance with State law.

~~[] Signatures by hand (i.e., manual) are required for any transactions in the amount of, or in excess of, \$ _____ [e.g. \$500,000].~~

~~[] Multiple signatures are required for any transactions in the amount of, or in excess of, \$ _____, or as may be required by other Board policies.~~

The Board directs that the financial institutions (depositories/banks), with which the _____ Cooperative 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 _____ Cooperative. The Treasurer is directed to provide written notice of the adoption of any ~~facsimile-electronic~~ 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-electronic~~ signature, and a copy of this policy. Prior to use of the ~~facsimile-electronic~~ signature, the written approval of such depository must be obtained.

