

**Regulation**

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SIGNATURES/FACSIMILES

Procedures for the safeguarding of facsimiles shall be as follows:

- A. Signature facsimiles shall be in safekeeping with the superintendent;
- B. Signature facsimiles shall be used only when original signatures cannot be obtained and warrants must be paid in a timely manner;
- C. Signature facsimiles shall be used by business administrator or his or her designee upon request to the superintendent.

Adopted:	November 25, 2008
NJSBA Review/Update:	September 2016
Readopted:	January 24, 2017