

## **CHAPTER 7.00 - BUSINESS SERVICES**

### **7.26 – Electronic Records, Signatures, and Fund Transfers**

#### **POLICY:**

##### **1. Electronic Records and Electronic Signatures and Funds Transfers**

- a. That specifically prohibits the use of an electronic record and requires the record(s) to be signed in non-electronic form. The School Board hereby authorized the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members.

The Board further authorized District staff to create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures.

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

- b. The issuance or acceptance of an electronic signature may be permitted in accordance with the provisions of this policy and all applicable State and Federal laws. If permitted, the electronic signatures shall have the full force and effect of a manual signature provided the electronic signature satisfies all of the following requirements:
  1. The electronic signature is unique to the individual and identifies the individual signing the document by his/her name and title.
  2. The identity of the individual signing with an electronic signature is capable of being verified and authenticated.
  3. The integrity of the electronic signature can be assured.
  4. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
  5. The electronic signature complies with the School Board procedures for ensuring the security, integrity, and auditability of each signature.
  6. The electronic signature conforms to all other provisions of this policy.
  7. The Superintendent may allow electronic signature on internal documents considered to be of low risk to be exempt from this policy.
- c. The District shall maintain electronically signed records in a manner that is consistent with state law and the District's document retention policies that allows the District to produce accurate and complete reproduction of the electronic records and signatures in their original form.

## ***CHAPTER 7.00 - BUSINESS SERVICES***

### **2. Electronic Fund Transfers**

The Board authorized electronic fund transfers (EFTs) for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment, provided such EFTs are consistent with the provisions of F.S. Chapter 668. The Superintendent shall approve the financial institutions that are authorized to receive monetary transactions through electronic or other medium.

The Superintendent shall then approve all agreements with financial institutions with whom EFTs will be made.

Such agreements shall set forth internal controls required by State law and State Board Rule that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

1. The official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;
2. The manual signatures of the Board Chairman and Superintendent shall be contained therein;
3. A requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;
4. A requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;
5. A requirement that documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or cancelled warrants, shall be provided so that it may be kept in the official files of the School District, which shall be maintained in a manner which facilitates easy review and validation of transactions.

#### **STATUTORY AUTHORITY:**

668.001 et seq., 668.50, 1010.11 F.S.

#### **LAWS IMPLEMENTED:**

#### **STATE BOARD OF EDUCATION RULES:**

6A-1.0012

#### **HISTORY:**

Adopted: 8/20/13

Revision Date(s): 7/21/22

Formerly: New