

## CHAPTER 7.00 - BUSINESS SERVICES

### ELECTRONIC RECORDS, SIGNATURES AND FUNDS TRANSFERS

7.025

#### POLICY:

#### Electronic Records and Electronic Signatures

Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes 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.

Additionally, the Board further authorizes District staff to create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures.

The Superintendent shall require District staff to comply with all provisions, including the definitions, of the Uniform Electronic Transaction Act (F.S.668.50) when creating, generating, communicating, storing, processing, using and relying upon electronic records. Further, the Superintendent shall require District staff and other persons who use electronic signatures to do so in compliance with State law.

#### Electronic Fund Transfers

The Board authorizes 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;

**CHAPTER 7.00 - BUSINESS SERVICES**

- 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.**

**LAW(S) IMPLEMENTED:**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0012**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: New**