

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3315**

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/13/95
REVISED: 11/29/16
REVIEWED: 11/8/16

SUBJECT: Facsimile Signatures, Filing of

PAGE: 1 of 1

The County Superintendent of Schools and/or his/her designee(s) may, after filing with the Secretary of State his/her manual signature certified by him/her under oath, execute or cause to be executed with a facsimile signature in lieu of his/her manual signature:

1. Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed.
2. Any instrument of payment.

Upon compliance with Government Code section 5501 by the County Superintendent of Schools and/or his/her designee(s), a facsimile signature has the same legal effect as his/her manual signature.

The executed paperwork for the filing of facsimile signatures for the County Superintendent of Schools and designated staff will be transmitted to the Secretary of State by the assistant superintendent, Business Services Division, or designee in accordance with procedures established by the Office of the Secretary of State.