



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Financial Services Section

Policy 6.2.4 - Facsimile Signatures

Subject to approval by the President, College employees may use facsimile machines, signature machines, signature stamps, or similar devices in signing checks and drafts. The President or the President's designee or some other bonded employee, in compliance with Policy 6.2.3 - Surety Bonds & Alternative Insurance Coverage, shall be charged with the custody of the necessary machines, stamps, plates, or other devices, and that person is liable for any illegal, improper, or unauthorized use of them.

Whenever facsimile signature devices are used, adequate safeguards shall be implemented to prevent the fraudulent disbursement of funds.

REFERENCES

Statutory References	N.C.G.S. § 115D-58.8
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: <ul style="list-style-type: none">• Policy 6.2.3 - Surety Bonds & Alternative Insurance Coverage

POLICY HISTORY

November 12, 2025	Adopted.
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