
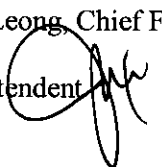
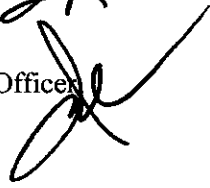


The School Board of Broward County, Florida  
**Treasurer's Office**  
7720 West Oakland Park Blvd. Suite 319  
Sunrise, FL 33351

August 9, 2010

TO: All Principals and Department Heads

FROM: Henry L. Robinson, Treasurer  
Treasurer's Office 

VIA: I. Benjamin Leong, Chief Financial Officer  
Area Superintendent  

SUBJECT: **Standard Practice Bulletin A-446**  
**"Authorized Signature Master File" (Signature Cards)**

Effective immediately, please be advised that Standard Practice Bulletin A-446 "Authorized Master Signature File" is now obsolete. This bulletin governed the budget signature card process and procedures. **Signature Cards no longer need to be submitted to the Treasurer's Office.**

After many meetings and extensive research, this decision was made based on the fact that the process was not truly value added to the current business processes and procedures.

In lieu of signature cards, random confirmation of approval signatures on manual documents (i.e., check requests, mileage vouchers, etc.) will take place going forward.

This information should be forwarded to all appropriate staff members.

Please be aware that there are other processes and Standard/Business Practice Bulletins currently in place that refer to signature cards. These will need to be reviewed by the responsible owners of those processes/bulletins and revised accordingly. Responsible owners will be notified by the ERP Department, Organizational Change Management section.

LJB/IBL/HLR:pt

c: James F. Notter, Superintendent  
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