

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### RUBBER SIGNATURE STAMP POLICY

#### Policy

The Library Director will only apply the rubber stamp signature of the President, Secretary, or Treasurer if written permission has been granted by the individuals holding each of those respective offices. In the event of time-sensitive matters when permission is required but not feasible to obtain, verbal permission may be granted, but must be followed with documentation signed by the officer whose stamp was used (i.e. Addendum 1: The Rubber Signature Stamp Approval Form).

#### Procedure

When authorized, the Library Director will use a rubber signature stamp, and will sign or initial his or her name on the document directly beneath the stamped imprint of the officer's signature.

The rubber signature stamps of the above officers of the Board of Library Trustees will be in the possession of the Library Director, and will be kept in an appropriately secure area when not in use.

This policy does not apply to the process by which checks are signed.

When an officer no longer serves, the rubber signature stamp will be destroyed.

Approved by Board of Library Trustees:	February 28, 2011
Approved by Board of Library Trustees:	April 28, 2014
Revision Approved by Board of Library Trustees:	May 22, 2017
Reviewed by Policy Committee:	May 13, 2021
Approved by Board of Library Trustees:	May 24, 2021

ADDENDUM 1

RUBBER SIGNATURE STAMP APPROVAL FORM

Date Stamped: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Stamp Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer Signature: \_\_\_\_\_