

# CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY & AUTHORITY TO CONDUCT BUSINESS

\_\_\_\_\_  
(Insert Name of Corporation)

The Board of Directors ("Directors") of \_\_\_\_\_, a  
(Insert Name of Corporation)

\_\_\_\_\_ corporation (the "Corporation"), at a duly and properly  
(Insert State of Incorporation)

held meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, did hereby consent to, adopt, ratify, confirm  
and approve the following recitals and resolutions:

**WHEREAS**, the Corporation is a duly formed, validly existing corporation in good standing  
under the laws of the State of \_\_\_\_\_ and is authorized to do business in  
the State of Florida; and

**WHEREAS**, the Corporation desires to grant certain persons the authority to execute and enter into  
contracts and conduct business on behalf of the Corporation.

**NOW, THEREFORE, BE IT RESOLVED**, that any of the following officers and employees of the  
Corporation listed below are hereby authorized and empowered, acting alone, to sign, execute and deliver any  
and all contracts and documents on behalf of the Corporation, and to do and take such other actions, including  
but not limited to the approval and execution of contracts, purchase orders, amendments, change orders,  
invoices, and applications for payment, as in his or her judgment may be necessary, appropriate or desirable, in  
connection with or related to any bids, proposals, or contracts to, for or with to Alachua County, a charter  
county and political subdivision of the State of Florida:

**NAME**

**TITLE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BE IT RESOLVED THAT**, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Procurement Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Purchasing Manager of Alachua County, establishing the authority for the changes.

**IN WITNESS WHEREOF**, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

**(Corporate Seal)**

**Secretary of the Corporation**

By: \_\_\_\_\_

\_\_\_\_\_

(Print Secretary's Name)