

P3701 NOTARY PUBLIC SERVICE

BOARD POLICY:

Each building principal and each supervisor shall determine if notary public service is needed in his/her area of responsibility. Applications for the appointment or renewal of an employee as a Kansas Notary Public shall be submitted to the Employee Benefits & Insurance Management Office on appropriate forms. Notaries bonded by the district shall not use that bond for personal profit.

Administrative Implemental Procedures:

1. Appropriate forms for the appointment or renewal of an employee as a Kansas Notary Public are available in the Employee Benefits & Insurance Management Office.
2. Employee Benefits & Insurance Management shall obtain the required Kansas registration, notary public bond, and notary seal.
3. All fees and costs associated with the appointment shall be charged to the requesting site or department.
4. The building principal or supervisor shall notify Employee Benefits & Insurance Management immediately if a bonded notary transfers, terminates, or retires and shall immediately return the notary seal to the Employee Benefits & Insurance Management Office.

Administrative Responsibility: Human Resources - Employee Benefits & Insurance Management

Latest Revision Date: March 2019

Previous Revision Date: April 2011 P3701