Policy Statement. An electronic signature/approval may be accepted in all situations related to purchasing or accounting transactions, as outlined in these volumes, if requirement of a signature/approval is stated or implied. This policy does not supersede situations where laws specifically require a written signature.

Application of Policy. Total University

Definitions.

1. Electronic Signature. “Electronic signature” means an electronic identifier that is created by a computer and is intended by the party using it to have the same intent, affect and authority as the use of a manual (either written or facsimile) signature.

Procedures and Responsibilities.

An electronic signature/approval may be accepted in all situations related to purchasing or accounting transactions, as outlined in these volumes, if requirement of a signature/approval is stated or implied. This policy does not supersede situations where laws specifically require a written signature. Examples of documents, while not all inclusive, where electronic signatures/approvals are appropriate include: purchasing and accounting transactions such as purchase orders, inventory, receiving, interdepartmental orders/transfers, accounting entries, payment records, non-E&G travel vouchers and supporting documentation.

The electronic signatures/approvals are protected by reasonable security measures as applicable to established computer functions of the University.

The use of digital signatures is subject to criminal laws pertaining to fraud and computer crimes, including Chapters 32 and 33 of the Penal Code.

Responsible Party: Associate Vice President for Finance/Controller

References and Cross-references.

None

Approved: 8/1/97
Effective:
Revised: 5/01; 11/05;
*4/2011 format only