
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services
AREA: General

Electronic Signatures	MAPP 05.01.03
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I. POLICY

- A. Lamar University (LU) authorizes the use of electronic signatures for internal transactions within the Office of Financial Services when use of this technology complies with the terms of this policy and all applicable statutes, rules, and regulations of the Texas State University System (TSUS) and the State of Texas.
- B. LU is committed to utilizing electronic signatures in ways that ensure the appropriate use, validity, safety, and uniformity of electronic signatures for internal transactions in Financial Services.
- C. LU has authorized the use of electronic signatures for internal transactions in the Office of Financial Services to improve efficiency and reduce costs while maintaining the integrity of its financial processes.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the following laws, statutes, rules, and regulations, including but not limited to the TSUS Rules and Regulations; Texas Education Code § 51.9336; Texas Business & Commerce Code, Chapter 322; Texas Government Code § 2054.060; and Texas Administrative Code, Title 1, Part 10, Chapters 202 and 203.
- B. This policy covers the use of electronic signatures for internal transactions within LU's Office of Financial Services. The policy does not approve or govern the use of manual or electronic signatures for external transactions involving the University and third parties.

III. DEFINITIONS

- A. **Electronic Signature.** An "electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record" (Texas Bus. & Com. Code § 322.02).
- B. **Digital Signature.** An "electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature" (Texas Gov. Code § 2054.060). References in this policy to electronic signatures include digital signatures.

- C. **Manual Signature.** Also known as **Wet Signature, Handwritten Signature, or Ink Signature.** A signature handwritten by a person with the intent to sign. Initials, stamps, or substitute signatures of another party are not acceptable manual signatures.
- D. **Internal Transactions.** For this policy, **internal transactions** are defined as financial matters internal to the University, LU employees, TSUS, and other State agencies. Internal transactions may include, but are not limited to, travel reimbursements, vouchers, and other internal transactions. For this policy, the term **internal transactions** also covers financial reports and other internal documents that require signatures.

IV. PROCEDURES FOR ELECTRONIC SIGNATURES

- A. Under Texas statute, properly executed electronic signatures are legally binding and the equivalent of a manual signature.
- B. The LU Office of Financial Services will designate which internal transactions may use electronic signatures.
- C. For electronically signed transactions, the approvals, signatory authority, and documentation must be consistent with that required for manually signed transactions.
- D. The use of electronic signatures must incorporate adequate security precautions to protect the integrity of internal transactions.
- E. Individuals are accountable for their signatures, whether manual or electronic. Any suspected or fraudulent use of signatures should be reported immediately to the Vice President for Finance and Operations. Falsification or inappropriate use of signatures may result in disciplinary action by the University and/or legal action as provided for under Texas law.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

VI. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	11/05/2020 06/16/2021	Version created (11/05/2020). Revised by subject matter experts in Financial Services to reflect current practice (06/16/2021).
	07/29/2021	Version approved by President.