

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Signature for Internal Transactions

SRSU Policy ID: APM 2.28

Policy Reviewed by: Director of Administration

Approval Authority: President

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1. Purpose and Scope

1.1 The purpose of this policy is to provide information and guidelines related to signature authority for the functionality of the university. These guidelines have been established to ensure the efficient operation of Sul Ross State University by providing information for appropriate signature authority and delegation of authority for various internal transactions and activities at the University.

2. Definitions

2.1 “Signature authority” is the permission to execute and approve transactions as established by virtue of an employee’s position with the University in accordance with this policy. This approval attests to the appropriateness of the transaction within the University’s program objectives and budgetary authorizations.

2.2 “Electronic Signature” means 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. This includes any internal online approvals recorded by an individual with authority to do so.

2.3 “Digital Signature” means an electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature. Electronic signatures may include digital signatures.

2.4 “Manual Signature” means a handwritten signature by a person with the intent to sign. Initials and stamps are prohibited.

2.5 “Internal transaction” means matters involving Sul Ross State University employees, potential employees, or students and the institution. Internal transactions may include but are not limited to purchase orders, travel reimbursement documentation, housing agreements, employee authorization forms, leave of absence forms, or financial aid documents.

3. Use for Signature Authority and User Responsibilities

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3.1 Signature Authority may be granted to each respective Administrative Assistant/Coordinator for the following officers of central administration: Executive Vice President and Provost, Vice President for Rio Grande College, Vice President for Finance and Operations, Vice President for External Affairs, Vice President for Enrollment Management, Chief Information Officer, and Associate Vice President of University Services. Signature Authority is further granted to the Director of Administration for the President of the University. This signature authority must be granted in writing by the grantor with a copy to the President's Office. Where circumstances do not permit a written grant of authority, the grantor must notify the President's Office.

3.1.2 Signature Authority may be granted by the Central Administration during extenuating circumstances to appropriate administrators during extended periods of absence.

3.2 Electronic Signatures are legally binding and the equivalent of a manual signature. Digital Signatures are to be used only by the appropriate Vice President, Deans, or Department Heads and by the previously mentioned authorized personnel.

3.3 Electronic and Digital Signatures are to be used as appropriate per SRSU designation for internal transactions. SRSU will develop methods for transaction between employees commensurate with available technology, risks of transactions, and costs of implementation. All SRSU employees must follow the protocols and guidelines developed to ensure the security and safety of their electronic signatures and passwords.

3.4 All individuals are accountable for their signatures, whether manual, electronic, or under grant of authority per 3.1 above. Any suspected fraudulent use of signatures should be reported immediately to the Vice President for Finance and Operations or the Chief Information Officer or their designees or to the supervising central administrative officer. Falsification or inappropriate use of signatures may result in disciplinary action by Sul Ross State University and may include charges for criminal behavior under the provisions of the Texas Penal Code.

4. Use of Signature Authority Exceptions

4.1 This policy does not approve or govern the use of manual or electronic signatures for external transactions involving SRSU and third parties. With the exception of the President's office use of electronic transactions, all other department electronic signatures must be approved by the supervising central administrative officer.

4.2 This policy does not permit the authorization of manual signatures on behalf of supervisory personnel by any employee with the exception of the aforementioned personnel in Section 3.1 & 3.1.2 of this policy.