



TEXAS TECH UNIVERSITY

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## Procurement Services Digital Signature Policy

Because documentation and most communication has become primarily electronic, the goal of Texas Tech University Procurement Services (“TTUPS”) is to reduce confusion about when a digital signature is acceptable. The purpose of this policy is to provide guidance on when digital signatures are a means of validating the identity of a signer on TTUPS documents and correspondence, and a substitute for traditional manual or “wet” signatures within the organization.

TTUPS accepts digital signatures on quotes, all contracts (including but not limited to service agreements, MOUs and leases), routing sheets, forms, invoices and other procurement, contract or payment documentation in accordance with this policy.

Digital signatures compliant with this policy will be considered legally binding and deemed the legal equivalent of the authorized signer’s manual signature.

Signers must sign documents and correspondence using software approved by the TTUPS. To be approved by TTUPS, a signature software platform must: (1) be compliant with the ESIGN Act of 2000 and the Electronic Transaction Act (UETA), (2) must utilize signatory accounts that authenticate users by password, and (3) produce a time stamp for the digital signature. The following three are specifically approved: Adobe Echosign, DocuSign and Verisign. TTUPS utilizes Adobe Echosign for its signature process. TTUPS will approve other digital signature platforms as long as they comply with this policy

Electronic signatures that do not incorporate additional measures of security and which are typed, copied and pasted, drawn or embedded as an image into a document are not considered compliant with this policy and will not be recognized by TTUPS as a digital signature.

The enforceability, construction, interpretation, and validity of this policy will be governed by the laws of the State of Texas and the United States of America. Any disputes concerning signing process or records management under this policy that cannot be resolved by the parties involved during the ordinary course of business will be subject to the dispute resolution process provided for in Texas Government Code 2260.

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