

**3341-6-20 Electronic Signatures.**

Applicability	All University units
Responsible Unit	Vice President for Finance & Administration
Policy Administrator	The Office of the Chief Information Officer

**(A) Policy Statement and Purpose**

It is the purpose of this policy to establish rules for the use and permission for use of electronic signatures at the university in conformance with Ohio Revised Code §1306.20(J).

**(B) Policy**

- (1) This rule applies to electronic signatures involving Bowling Green state university, in accordance with section 1306.20(J) of the Ohio Revised Code.
- (2) The university policy governing electronic signatures shall remain consistent with electronic signature requirements in the Ohio Revised Code.
- (3) Electronic signatures shall only be used as governed by the policy governing electronic signatures involving the university as set forth in 3341-1-7 (D)(5) and as specified by the Chief Financial Officer and Vice President for Finance and Administration or as delegated to the Office of Information Technology Services (ITS).
- (4) When implementing electronic signatures systems, the university shall consider types of institutional data, as governed by university policy.

- (5) The university recognizes an electronic signature as legally binding to the fullest extent permitted by law.
- (6) An electronic signature may be accepted in all situations if requirement of a signature or approval is stated or implied in conformance with requirements set forth by ITS.
- (7) The university may designate specific university transactions to be executed by electronic signature.
- (8) The university may, at its discretion, elect to opt out of conducting business electronically with any party or in any transaction, for any reason or no reason.
  - (a) Employees, including student employees, acting within the scope of their employment may not opt out of conducting a transaction electronically.
  - (b) Individuals and entities (excluding employees acting within the scope of their employment) may seek to opt out of conducting a transaction electronically by providing written notice of a request to opt out of conducting business with the university electronically.
- (9) An electronic signature that does not employ a university-approved authentication method at the time of signature may not be binding on the university.
- (10) All security procedures and technologies shall provide authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic signature, as determined by the university.
- (11) When at any time during a transaction the university requires a signature or is conducting a financial transaction, the university shall require a separate and distinct action on the part of the person conducting the transaction for financial transactions and each

signature. The separate and distinct action shall be clearly marked as indicating an intent to complete a financial transaction or electronically sign a record. The separate and distinct action may include a series of keystrokes, a click of a mouse, or other similar actions.

- (12) Electronic signature documentation shall be maintained in accordance with the university record retention schedule and as specified by the university policy governing electronic signatures.
- (13) The university shall identify responsibilities of individuals and units regarding electronic signatures.

Registered Date: March 17, 2015