

Pittsburg State University
Electronic Signature Policy
(Approved 05/29/2020)

Pittsburg State University encourages the use of electronic records and signatures whenever they can increase efficiency and save resources, so long as their use meets legal and security requirements.

Recognizing that electronic transactions promote efficiency, federal and state statutes provide that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form. This policy is intended to promote efficiency and save resources by providing general guidance on the use of electronic signatures and records at PSU.

1. The University authorizes its employees to make, accept, and use electronic signatures to the extent permitted by applicable law.
2. A University document executed by electronic signature by an authorized representative of the University is a valid and binding signature to the same extent as a handwritten signature. This policy does not supersede any requirement of applicable law to obtain a handwritten signature in specific circumstances.
3. The University reserves the right to designate specific University transactions that must be conducted through electronic transactions, maintained as electronic records, or signed by electronic signature.
4. Any individual executing a document by electronic signature on behalf of the University must be authorized to sign documents on behalf of the University to the same extent required for documents executed by handwritten signature as described in University policy. Any document executed by electronic signature without authorization is subject to the same rules and processes as all other unauthorized agreements under applicable law.
5. For record maintenance purposes, the electronic record transaction system must have the ability for both the sender and the recipient to print or store a fully-executed copy of the electronic record.
6. You may not use electronic signatures or electronic records when PSU policies or federal or state laws or regulations do not allow their use. If you are unsure whether a document may be signed or retained electronically, consult the General Counsel. The following are examples of records that cannot be signed or retained electronically:
 - wills and testamentary trusts;
 - promissory notes;
 - any document required to accompany any transportation or handling of hazardous materials, pesticides or other toxic or dangerous materials;
 - notices involving mortgages or leases that could lead to the loss of a primary residence; and
 - notices of the cancelation or termination of health insurance, health benefits, or life insurance benefits.