

ELECTRONIC APPROVAL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	General
Parent Policy:	A47
Approval Date:	May 20, 2021
Effective Date:	May 20, 2021
Procedure Owner:	Chief Financial Officer and Director of Business Services

Overview:	<p>These procedures provide guidance on specific situations, methods and tools that are to be followed in performing electronic approvals. These methods are efficient while maintaining the integrity of approvals.</p>
Procedures:	<p>Emails - Emails can be considered proper electronic signatures if the policy criteria are met. Specifically, they must be received directly (including being CC'd or BCC'd) from the individual who is providing the signature and it must be clear what it is they are approving. This can be done by attaching a document or by specifically noting what is being approved.</p> <p>Emails received from an Olds College email address can be used as electronic signatures.</p> <p>Emails received from sources outside of Olds College can only be accepted if the email originates from the identical email address as the initial contact. This is particularly relevant for vendors.</p> <p>Receiving department - the department receiving the electronic signature is responsible for ensuring policy adherence.</p> <p>Applications with electronic signature - There are applications currently used by the College that have electronic signature functionality within the software which meets the criteria identified in this policy. This includes the ERP and document manager. All applications that have electronic signatures or sign off functionality are allowed to be used so long as the functionality meets the criteria outlined in</p>

	<p>this policy.</p> <p>Contracts - For contracts that the College sends, when using electronic signatures, Adobe Acrobat DC with Fill & Sign capability is the preferred tool, but other types of electronic signatures are acceptable. Physical signatures are also acceptable.</p> <p>When the College receives contracts the College will use the other party's preferred tool if specified while also ensuring that the criteria identified in this policy are followed.</p> <p>Emails stating that it constitutes a signature for a contract will not be accepted, even if it is accepted by another party.</p>
<p>Definitions:</p>	<p>Electronic - includes created, recorded, transmitted, or stored in digital form or in any other tangible form by electronic, magnetic, or optical means or by any other means that have similar capabilities for creation, recording, transmission, or storage. Email, scanning and sign off features embedded within software are examples of electronic records.</p> <p>Electronic Signature - electronic information that a person creates or adopts in order to sign a record and that is in, attached to, or associated with the record. This can include, but is not limited to a script signature, or the checking of a box to "accept" terms of a document.</p>
<p>Related Information:</p>	<p>A47 Electronic Approval Policy</p>
<p>Review Period:</p>	<p>1 year initially, followed by 3 year review</p>
<p>Revision History:</p>	<p>May 2021 - New</p>