USE OF SCANNED SIGNATURES
POLICY CORP 4.1

POLICY STATEMENT

1 Intent

To establish rules for the appropriate use of scanned signatures on official University correspondence.

2 Scope

All UTAS staff. Any exception to this policy must have the prior written approval of the relevant senior executive.

3 Objective(s)

Efficiencies can be gained by the use of scanned signatures when either sending large volumes of similar correspondence, or to expedite internal approval or communication processes.

This policy provides appropriate controls to deal with the inherent security issues resulting from the use of scanned signatures and to minimise the potential risks of misappropriation and/or inappropriate use of scanned signatures.

It is the responsibility of Senior Executives of UTAS to ensure that the appropriate security measures are in place if their area of responsibility employs.

4 Definitions and Acronyms

Scanned signature A scanned and electronically recorded image of an individual's hand-written signature.

Specialised paper Paper that contains a UTAS-approved watermark and is used for official University correspondence.
**Policy Provisions**

6.1 **Use of Scanned Signatures**

It is expected that scanned signatures would only be employed in circumstances where there is a:

- need to for regularly sending out (either by post or e-mail) correspondence on a single matter to a large number of respondents; or
- requirement for a senior UTAS officer to regularly authorise correspondence generated singly but collectively generating a large workload.

6.2 **General communication**

Where a document is used for general communication or for the provision of general information on the University or its activities it is acceptable practice to utilise scanned signatures.

6.3 **Special Types of Correspondence**

Scanned signatures can be used in certain circumstances if correspondence deals with either academic certification, credit or entitlement or provides authority for financial expenditure.

i) **Academic Certification, Credit or Entitlement**

Scanned signatures may be used on paper documents where these provide for officially recognised academic certification, credit, or entitlement only when such documents are produced on UTAS approved specialised paper.

The only exception to the use of specialised paper is where such documents are produced by a secure system with appropriate access and authority controls and existing audit procedures.
Such systems must always be used for the production of electronic correspondence dealing with academic certification, credit or entitlement.

ii) **Generation of Purchase Orders through the FMIS**

The originals of all Purchase Orders generated through the FMIS are printed with the electronic signature of the Director, Financial Services as the representative of the University. Purchase Orders are only printed once all appropriate approval processes are completed in line with UTAS financial procedures including exercise of the relevant Delegations of Authority.

6.4 **Contractual**

Scanned signatures are not to be used on any contractual documents. Original signatures must be obtained for any contract, financial or lease arrangement.

6.5 **Security and storage**

i) Authorised users of scanned signatures are to be nominated by the appropriate Senior Executive. Each School or Section is required to produce and maintain a register of authorised users of scanned signatures.

ii) Electronic files containing scanned signatures must be stored in accordance with standard UTAS electronic security requirements.

iii) UTAS specialised paper is to be stored in a secure, lockable area, with appropriate access restrictions in place, in line with delegated responsibilities.

7 **Supporting/Related Documents**

- UTAS Delegations of Authority

8 **Key Words**

- Scanned signature

9 **Supporting Procedures/ Guidelines**

N/A
RESPONSIBILITIES

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WHO NEEDS TO KNOW THIS POLICY?

- All UTAS staff.

EFFECTIVENESS OF THIS POLICY

- Compliance with this policy of all processes using scanned signatures.

POLICY HISTORY

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<tr>
<td>Date</td>
<td>11 December 2007</td>
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<tr>
<td>Vice-Chancellor</td>
<td>Professor Daryl Le Grew</td>
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