



USE OF SCANNED SIGNATURES

POLICY CORP 4.1

Relevant UTas Ordinance Rule and/or GLP No.	Ordinance 7 – Execution of Documents by the University. UTAS Delegations Register. Fraud Control Policy.
Relevant State/Federal Govt. Legislation	N/A
Commencement Date	1 June 2007
Review Date	1 June 2009

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.

Senior Executive In this case, means Dean of Faculty, Head of Division, Head of Institute, Head of CRC.

Official University correspondence Paper or electronic correspondence from the University, either internal or to a third party that is for the purpose of University business.

UTAS University of Tasmania.

5 Policy Maker

Executive Director, Finance and Administration

6 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

Implementation	Director, Governance & Legal
Compliance	Director, Governance & Legal
Monitoring and Evaluation	Director, Governance & Legal
Development and/or Review	EDFA, Audit Committee
Interpretation and Advice	Director, Governance & Legal

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

Policy No.	CORP 4.1
Approved / Rescinded	Approved
Date	11 December 2007
Vice-Chancellor	Professor Daryl Le Grew
Signature	