SUMMARY:

This policy governs the use of employee signatures on University websites and employee email accounts.

I. DEFINITIONS

A. Digitized signature – an image of a handwritten signature

B. Signature authority – employees who, by virtue of their position in the University have the ability to execute contracts, memorandums of agreement or otherwise commit financial or physical resources of the University. Only the President and Executive Vice President, or their designee, may contractually obligate the University.

II. POLICY:

A. In order to secure the integrity of University employee signatures, no digitized signatures are to be placed:
1. on the University website, or
2. in University email signatures.

B. If it is necessary to send email attachments that contain employee signatures, please contact Information Technology Services for assistance to send via secure means.

C. To protect against forgery, University employees with signature authority shall exercise extreme caution if placing their digitized signatures on websites or email accounts not related to Coastal Carolina University.
D. No University employee’s digitized signature shall be included on any hardcopy or electronic documents without prior approval of that employee.