



Policy Title:	Website Digitized Signatures
Policy Number:	FAST-236
Revision Date:	February 2023
Policies Superseded:	503; 913; FINA-601
Policy Management Area(s):	Information Technology Services

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, 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:
 - On the University website, or
 - In University email signatures.

Therefore, do not include a digitized employee signatures in general email correspondence or in other online mediums.

- B. If it is necessary to send email attachments that contain employee signatures, please contact Information Technology Services for assistance to send via email encryption or other 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 digitized signature should be used by any person other than the employee of the digitized signature without prior approval.