



Digital Signatures

POLICY:

The Commission shall accept digital signatures, also known as certificate signatures, to reduce the use of paper and to facilitate the work flow efficiency for specified documents requiring a signature of authorization/approval. While documents may be approved digitally, this policy shall not preclude obtaining wet signatures on any printed document.

PROCEDURES:

A secure software application shall be used to sign PDF files with a certificate-based digital ID. Certificate-based signatures: 1) verify document authenticity – confirm the identity of each person who signed the document and 2) verify document integrity - confirming that the document has not been altered in transit. The Signature Certificate will be provided for each digitally signed document.

In accordance with the Commission's Internal Control Procedures, passwords will be used to restrict access. Passwords will not be displayed when inputted and changed periodically by the user.

I. Payroll

1. Employees will prepare their timesheet and email to Fiscal Administrator.
2. Fiscal Administrator will convert timesheet to a PDF and request signatures from the employee and the employee's supervisor. If there are any errors or corrections, the employee will adjust the timesheet and resubmit to the Fiscal Administrator.
3. Fiscal Administrator will verify calculations and availability of any paid time off, indicated with initials on the timesheet.
4. Fiscal Administrator will consolidate timesheets and exempt reporting data, listed by employee, into a Payroll Summary, which will be verified and approved by the Director of Human Resources & Operations. The Executive Director will authorize payroll.
5. Certificate of authentication will be filed with the Timesheets and Payroll Summary.

II. Purchase requisitions

1. Requestor/Preparer will complete the purchase requisition and convert to a PDF and request signatures for budget approval and purchase approval. Completed purchase requisitions may also be submitted to the Office Coordinator or other staff with the applicable software for conversion and signature requests.
2. Director or Manager with budget responsibility will initial for budget approval.
3. Director of Finance & Administration will approve purchase requisitions up to \$1,000.
4. Director of Executive Director will approve purchase requisitions over \$1,000.
5. Certificate of authentication will be filed with the purchase requisition.

III. Invoices/Expenditure Reports

1. Fiscal Administrator will convert invoice/expenditure report to a PDF.
2. Fiscal Administrator will verify calculations indicated with initials on the invoice/expenditure report.
3. Fiscal Administrator will request a signature for department approval by Director or Manager, when applicable.
4. Fiscal Administrator will request a signature for approval to pay by the Director of Finance & Administration.
5. Original invoice will be defaced and retained with the accounts payable file to ensure duplicate payment does not occur.
6. Certificate of authentication will be filed with the invoice/expenditure report.

IV. Journal Entries

1. Fiscal Administrator will prepare the journal entry form and convert journal entry to a PDF, including the back-up documentation. Fiscal Administrator will verify the coding indicated with a signature on the form.
2. Fiscal Administrator will request a signature for approval from the Director of Finance and Administration.
3. Fiscal Administrator will post the journal entry to the general ledger and indicate by signing the form.
4. Certificate of authentication will be filed with the journal entry.

V. Contractual Agreements

1. Operations Manager will convert finalized agreements to a PDF and request signatures from contractor's authorized signatory and the Executive Director or designee. Agreements may also be submitted to Directors with the applicable software for conversion and signature requests.
2. Certificate of authentication will be filed with the agreement.