

PERMANENT MEMORANDUM 39 USE AND ACCEPTANCE OF ELECTRONIC SIGNATURES

POLICY DIGEST

Monitoring Unit: Office of Finance & Administration
Initially Issued: February 15, 2019
Last Revised: July 21, 2023

I. PURPOSE

The purpose of this policy is to permit electronic signatures for University business by authorizing the implementation and acceptance of practical and secure methods consistent with the [Louisiana Uniform Electronic Transactions Act, La. R.S. 9:2601](#).

II. SCOPE

This policy applies to all individuals affiliated with the University, whether paid or unpaid, including but not limited to faculty, staff, students, and associates. This policy permits members of the University community to conduct University transactions electronically and to formally acknowledge their agreement to University internal or external transactions in which they are parties or the authorized representative of the University by affixing an Electronic Signature as defined below. The University may, at its discretion or as required by law, opt out of conducting any transaction electronically.

III. DEFINITIONS

Agreement: any written form of documentation legally obligating the parties to a particular transaction, also referred to as a contract, which may include language related to pricing, deliverables, statement of work, insurance, indemnification, rights and responsibilities of either party.

Authentication: a system or process which confirms the identity of the person purporting to sign an Electronic Record or otherwise conducting an electronic transaction. The University requires the use of an approved authentication method.

Authorization: when an individual has verified approval and the requisite authority, or specifically delegated authority, to sign an Electronic Record, access specific electronic University services, and/or perform certain operations, including the execution of Agreements to bind the University, subject to the contract approval procedures in Article V of the [Regulations of the Board of](#)

Electronic Signature Methods: The Authentication methods approved by the University by which the identity of the signatory using an Electronic Signature is verified.

IV. GENERAL POLICY

To the extent allowed by the applicable laws, regulations and policies, the University will permit the

- B. Agreements for the purchase, sale or transfer of real estate or immovable property
- C. Authentic acts or documents requiring a notary
- D. Construction agreements

V. SOURCES

- A. [Bylaws and Rules & Regulations of the Board of Supervisors](#)
- B. [Louisiana Uniform Electronic Transactions Act, La. R.S. 9:2601](#)