COLORADO
COMMUNITY COLLEGE SYSTEM

Electronic/Virtual Signature Procedures for Finance
Effective: 12/7/2023

In the early stages of the pandemic and the switch to working from home, the System Office Finance department enacted certain procedures for virtual/electronic signatures used on internal finance documents. Now that working from home has become more permanent, we find it necessary to tighten up the procedures to ensure that we meet audit standards. The major change is that Finance will no longer accept emails as a means of certifying signatures. Please use one of the following methods for electronic or virtual signature:
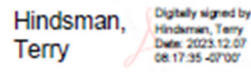
1. Manually sign the document by hand and then scan and submit the document. This is also known as a wet-ink signature.

   Example: *Terry Hindsman*
   Purchasing Agent

2. DocuSign. This is acceptable for both internal CCCS and external parties.

   Example: *Terry Hindsman*
   AF30E29D91C84D8

3. Verified Adobe Signature using Adobe Digital ID. This is the one that includes the signer's name, date and time. This is acceptable for internal CCCS signers but not acceptable for external parties.

   Example: Hindsman, Terry — Digitally signed by Hindsman, Terry Date: 2023.12.07 08.17:35 -07'00'

4. Use the Adobe Stamp tool. Must include the signer's name along with date and time stamp. This is acceptable for internal CCCS signers but not acceptable for external parties. To locate: open the pdf document, choose "Tools" > "Add a Stamp" > drop down for "Dynamic" > "Approved" stamp.

   Example: **APPROVED** By Terry Hindsman at 8:22 am, Dec 07, 2023

Note that for both Adobe methods, the signer may need to be logged in to their computer using the regular CCCS log in.

This updated procedure applies to internal Finance related documents requiring a signature. This procedure does not apply to legal contracts. Additionally, the Signature Delegation form continues to require original, wet ink signatures only. Applicable documents include, but are not limited to:

Invoices	Pay Direct forms	Purchase Requisitions (PRs)	Approval Requests (ARFs)
Travel Reimbursements	PCard Applications	PCard Packet Monthly Certification	Travel Card Applications
Tuition Reimbursement	Name Badge and Business Card Requests	Banner Security for Finance Activities (FOMPROF)	Perkins timesheets for Finance