**Operating Policy No. 6225
Management Support**

**USE OF ELECTRONIC SIGNATURE**

**Purpose**

Puget Sound Educational Service District (PSESD) establishes an electronic signature policy to:

* promote efficiency and conserve public resources;
* establish guidelines for the use of electronic signatures for certain PSESD transactions;
* provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the agency; and
* determine the scope of current and future electronic signature providers as approved method(s) for affixing an electronic signature to an electronic record.

Reducing PSESD’s reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

**Scope, Manner, and Format of Use**

PSESD encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made when a person physically marks a document with the intent to sign the record.

PSESD authorizes the use of the agency approved platform, or any future replacement of such platform, to affix electronic signatures to PSESD records.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following PSESD records: External Contracts.

This policy may be modified, rescinded, or replaced at any time by the Superintendent.

Electronic signatures cannot be applied using another employee’s name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects PSESD’s ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Adopted: November 2020

Relevant Board Governance Policy: EL 9: Asset Protection

Legal References: RCW 19.360.020 – State and local agencies – Electronic signatures and records – Use and acceptance

15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act