

**Sam Houston State University**  
**A Member of The Texas State University System**

**President's Office Policy PRE-18**  
**Signatures for Internal Transactions**

**1. Purpose**

1.1 To improve services and reduce costs, Sam Houston State University (SHSU)

authorizes, accepts, and encourages the use of digital signatures.

1.3 To ensure the appropriate use, validity, safety, and uniformity of signatures for internal transactions.

**2. Definitions**

2.1 “**Electronic signature** means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.”

2.2 “**Digital signature** means an electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature.”<sup>2</sup> References in this policy to electronic signatures include digital signatures.

2.3 **Manual signature** means a handwritten signature.

### **3. Use and User Responsibilities**

3.1 Electronic signatures are legally binding and the equivalent of