Policy Name and Number: Policy Developer(s): Office of Legal Affairs Original Date: November 30, 2023 Last Review Date: November 30, 2023 Approval Date: November 30, 2023 Contact Person for Website: General Counsel (L2.1)

but no one without Signatory Authority may sign a document, electronically or otherwise, for or on behalf of the University.

- 2. An Electronic Signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature is attributable.
- 3. Examples of Electronic Signatures that are legally valid and acceptable at the University are when 1) the signatory utilizes a unique and secure log-in specific to the individual signing the document and/or 2) the software or equipment is capable of providing an <u>Audit Report</u> indicating when and where a document was

Α.