

Purchasing & Contract Services

Saint Paul Public Schools

August 2, 2019

SUBJECT: Digital Signature Procedure

1. Purpose. This standard operating procedure (SOP) authorizes the use of digital signatures as the preferred means of providing signatures for SPPS contract documents. Use of digital signatures will improve efficiency, enhance savings, reduce or eliminate paper and paper filing requirements, and facilitate swift capture of signatures among parties who are in different locations. Digital signatures are more secure and trusted than traditional pen and ink signatures.

2. Applicability. This SOP applies to SPPS personnel with the responsibility for signing documents in support of SPPS operations. This does not override any signing authority set forth in the currently published Contract Signature Authority Matrix which outlines authorization to bind the District to agreements based on value or agreement type.

4. Policy. Use of digital signatures is encouraged on SPPS documents as part of its regular business including the obligation of contractual funds. While simple electronic signatures may be performed within a PDF document in Adobe, the preferred method of authentication used for digital signatures shall be consistent with the e-signature protocols to be utilized in the eRFP contract management system when fully implemented. Until such point that system is fully operational, digital signatures in Adobe will be accepted. Wet (ink) signatures that have been digitally captured in a scanned PDF document are also considered valid within this SOP.

Signature.



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