



Executive Policy Chapter 2, Administration  
Executive Policy EP 2.218, Online Approvals of Internal University Transactions  
Effective Date: August 28, 2017  
Prior Dates Amended: NA  
Responsible Office: Office of the Vice President for Information Technology and Chief Information Officer  
Review Date: August 2020

## **I. PURPOSE AND AUTHORITY**

This Executive Policy (EP) 2.218 sets forth institutional requirements regarding the use of online approvals and signatures in conducting a broad range of transactions internal to the University. The University anticipates that the use of online approvals and/or electronic signatures will greatly improve the efficiency of internal University operations by reducing its reliance on paper and paper-based processes, enabling expeditious communications and decision-making processes, and reducing the cost of operations.

Whenever reasonable and practical, the University will utilize online approvals and/or electronic signatures to conduct internal transactions that have historically required manual approvals or signatures on physical paper documents.

Employees must have authority in order to approve University transactions, and nothing in this Policy authorizes someone who lacks that authority the ability to validly approve University transactions.

## **II. DEFINITIONS**

- A. Authentication – Authentication is the process of securely verifying the identity of an individual prior to allowing access to an online University service. Authentication ensures that the individual who attempts to perform the function of an online approval or signature is in fact who they say they are, allowing the individual to represent that they are authorized to approve the document or transaction.
- B. Online Approval – An Online Approval is a process associated with an electronic record that is executed or adopted by an individual with the intent and authority to authorize or approve a transaction.

### **III. EXECUTIVE POLICY**

#### **A. SCOPE**

This policy applies to all internal University approvals and internal authorizations of documents or transactions, where all parties are University employees, and have a current, valid University username and password <ref. EP 2.210>. This policy does not apply to any contracts or agreements with third parties who are not employees of the University.

#### **B. POLICY**

1. All University employees shall, wherever reasonable and practicable, where other policies or procedures do not require “wet” signatures, and where online systems are available, use Online Approvals and/or electronic signatures to authorize and approve all University documents and transactions.
2. Where a University policy requires that a record or electronic document have the approval or authorization of a responsible person, that requirement shall be met if the document contains an Online Approval by the required approver(s) or authority(ies).
3. Any requirement that a signed document be presented or retained in its original form is satisfied by the electronically signed document in electronic form.
4. For purposes of this policy, the University accepts electronic signatures as binding and equivalent to manual or handwritten signatures.
5. Online Approvals and/or electronic signatures must be Authenticated by reasonable security measures. Authentication occurs when an electronic document is associated with an Online Approval or electronic signature and the individual approving or authorizing the document or transaction is Authenticated by a unique identifier such as a University username.
6. Any *ultra vires* use of electronic signatures, e.g., without proper Authentication or by an individual without the proper authority to approve or execute the transaction, shall not be considered valid by the University.

#### **C. IMPLEMENTATION AND SECURITY**

1. Online Approvals and/or electronic signatures may be implemented using various methodologies depending on the nature of the

transaction, and all applicable University policies. The Vice President for Information Technology and Chief Information Officer is responsible for setting, approving, and enforcing standards and guidelines for Online Approval and electronic signature methodologies and implementations.

2. The Vice President for Information Technology and Chief Information Officer shall adopt security procedures for Online Approvals and electronic signatures that are reasonable, practical, and secure. Further, that the security procedures and implementations appropriately balance risk and cost to the University.

#### **IV. CONTACT INFORMATION**

Garret T. Yoshimi, Vice President for Information Technology and Chief Information Officer, at (808) 956-3501 or gyoshimi@hawaii.edu

#### **V. REFERENCES**

- A. EP 2.210

#### **Approved:**

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Signed  
David Lassner  
President

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August 28, 2017  
Date