

## **DocuSign Protocol**

### **A. DocuSign Scrutiny Panel**

1. A Scrutiny Panel has been established to oversee access to and use of DocuSign.
2. Members of the Scrutiny Panel are:
  - Irene Birrell, College Secretary
  - Paul Mould, Deputy College Secretary & Chief Compliance Officer
  - Simon Cruickshank, Chief Accountant
  - Veronica Daly, Director of Procurement Services

### **B. Authorisation/Licensing**

3. Access to DocuSign licenses and authority to act as signatory with any relevant permissions must be approved by the Scrutiny Panel on the recommendation of the head of the directorate concerned.
    - 3.1 Except for the Principal, the Senior Vice-Presidents and the Chief Financial Officer, access and/or signatory authority will not be granted without the approval of the head of the directorate.
    - 3.2 Heads of directorates must ensure that those recommended to have signing authority for contracts from their area are competent to review documents they are being asked to sign.
    - 3.3 The Principal, Senior Vice-Presidents and Chief Financial Officer have signing authority for all contracts in accordance with the [Financial Regulations](#) as may be approved by Council from time to time.
  4. Heads of directorates are responsible for keeping the list of approved signatories up-to-date and must inform the College Secretary immediately if an approved signatory or licensee leaves the unit or position for which the signing authority or license was approved.
  5. Applications are made through the IT Service Desk. The following information must be provided to add an approved signatory:
    - Name
    - Role
    - Maximum amount that can be approved by the individual
    - Types of contract the individual is authorised to sign
    - Effective date of authority
    - End date of authority (if applicable)
  6. Licensees who are developing contracts and entering them into the system are responsible to ensure that proposed signatories hold the appropriate authorities for signature, including any signing limits.
- ### **C. Documents**
7. Completed documents must not be stored in DocuSign.

8. Each directorate must have a protocol for storage of documents and access to those documents. The protocol must be filed with the Scrutiny Panel.
9. Users are required to ensure the security of documents by using the access code for signatories provided by DocuSign.
10. DocuSign does not have a version control function. Users are advised to use the clone option when modifying a template before modifying the copy.

**D. Records**

11. A record of approved licensees and signatories will be maintained by the College Secretariat.

**E. Compliance**

12. Individuals assigned licenses or signing authority on DocuSign are required to adhere to this protocol and related university policies. Failure to do so may be deemed to be misconduct.