

B-44 Policy on Acceptable Use of Electronic and Digital Signatures
Documents for eSignature

<u>Procurement</u>				
Form	Signature	Risk	Internal/ External	Notes
Alteration (Requisition)	Electronic	Low risk	Internal	signature cards are on hand to verify signature
Approval to proceed to bid	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Certification of Completion	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Change Order (construction)	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Contract Amendments (construction)	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Drug Free Workplace Certification	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
DVBE certifications & reporting (construction)	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
DVBE Transmittal Form CRL016	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Internship Agreement	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
List of Certified Subcontractors	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
List of Expanded Subcontractors	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
List of Proposed Subcontractors	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Major Cap Construction Contract	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Minor Cap Construction Contract	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed

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MOU	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
NonCollusion Form (bidding)	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Notice of Completion	Wet Signature	Low risk	Internal	Form is filed with Fresno County and must have original signatures
Notice to Proceed	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
OfficeMax Applicaton	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Pay Request (construction)	Wet Signature	Medium Risk	External	Accounting Requires 5 copies with original signatures
Payee Data Record	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Pcard Application	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Property Survey Report	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Proposal forms for Construction bids	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Purchase Requisition	Electronic	Low risk	Internal	signature cards are on hand to verify signature
Recycled Content Certification	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Recycled Content Reporting	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Recycled Materials Reporting	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed

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Rental Agreement (Tables and Chairs)	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Service Agreements	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Small Business Preference Form CRL013	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Sole Source/Sole Brand Form	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Standard (STD) 2 Contract	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Standard Agreement	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Stockroom Requisition	Electronic	Low risk	Internal	being sent via email verifies it is legit and most of time from person that signed
Task Order	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Task Order Service Agreement	Electronic	Medium Risk	External	being sent via email verifies it is legit and most of time from person that signed
Voluntary Statistical Data (Vendor)	Electronic	Low risk	External	being sent via email verifies it is legit and most of time from person that signed
Voyager Fuel Card Application	Electronic	Low risk	Internal	signature cards on hand, being sent via email verifies it is legit and most of time from person that signed
<u>Facilities Management</u>				
Asbestos notification receipt	Electronic			
Authorization to release DMV record	Electronic			
Biohazardous Waste disposal manifests	Wet			NCR form
Cart Safety rules	Electronic			

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Form	Signature	Risk	Internal/ External	Notes
E waste Net Cost Report (annually)	Wet			required by agency / not available electronically
EPA Hazardous Waste Report (every two years)	Electronic			
EPA Manifest Report (annually)	Wet			required by agency / not available electronically
Facility Use Agreements (for outside entities using campus property)	Electronic			
Food Waiver Requests	Electronic			
Hazardous Waste disposal manifests	Wet			NCR form
Hazardous Waste Tax Return (annually)	Wet			required by agency / not available electronically
Internship Agreements	Electronic			
Liability Waivers (high risk activities)	Digital			
Liability Waivers for (low/mid risk activities)	Electronic			
Liability Waivers for minors (under age 18)	Wet			
Liability Waivers for student field trips	Electronic			
Radioactive Materials License Amendments (as necessary)	Wet			signed request letter required by agency
Radioactive Materials License Renewal (every 10 years)	Wet			required by agency / not available electronically
Radioactive Waste Shipping Manifests (as necessary)	Wet			NCR form
Radioactive Waste Storage Report (annually)	Wet			required by agency / not available electronically
Safety training attendance	Electronic			
Special event insurance payment application	Electronic			
Student Activity space reservations	Electronic			
Volunteer form	Electronic			
<u>Financial Services</u>				

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Form	Signature	Risk	Internal/ External	Notes
Approved Petition Waiver Form	Wet	Low	Internal	
Bank Endorsement Stamp	Wet	Medium	External	
Bankruptcy Notice Routing Slip	Wet	Low	Internal	
Bulldog Bucks Refund Form	Electronic	Medium	External	These forms only need e-signature as they are signed for on-line with outside entities
CalState Teach Waiver Form	Wet	Low	Internal	
Cash Order/Change Fund	Wet	Medium	Internal	
Cash Over/Cash Sort Audit Record	Wet	Medium	Internal	
Cash Receipts Journal Entry	Wet	Low	Internal	
Cash sheets	Wet	Medium	Internal	
CASHNet Online Activation Request Form	Wet	Medium	Internal	
CASHNet Online Inactivation Request Form	Wet	Medium	Internal	
Check Requests	Wet	Medium	Internal	
Checks - digital unless over \$15,000.00 (FRSNO) / \$5,000.00 (FRATH) then wet signatures along with digital are required. FRATH over \$50,000 requires two wet signatures.	Wet	High	External	
Collection Sheet Authorization Form	Wet	Low	Internal	
Collection Sheets	Wet	Low	Internal	
CR or CD or JE or CDCB or auto-reversing-year-end Journals	Wet	Low	Internal	
Daily Cash Sheet	Wet	Low	Internal	
Departmental Deposit Authorization Form	Wet	Medium	Internal	
Departmental Deposit Form	Wet	Medium	Internal	
Deposit Slips	Wet	Low	Internal	
Direct Deposit Enrollment Authorization Form	Wet	Low	External	
Direct Pay Forms (Elavon)	Wet	Low	Internal	
Direct Pay Request and TOE	Wet	Low	Internal	
Enrollment Petition Form	Wet	Medium	External	

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Faculty/Staff Application & Agreement Form	Electronic	Medium	Internal	These forms only need e-signature as they are signed for on-line with outside entities
FERPA	Wet	Medium	External	
Form 8233 Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual	Wet	Medium	External	
FRFAD Manual Refund Entry Request	Wet	Low	Internal	
Glacier Tax Summary Report	Electronic	Medium	External	These forms only need e-signature as they are signed for on-line with outside entities
HigherOne Change of Address (Order New Card)	Wet	Low	External	
Incident Report Record	Wet	Low	Internal	
Item Type Request Form	Wet	Low	Internal	
Miscellaneous Fee Refund	Wet	Medium	External	
Miscellaneous Student Fees Refund	Wet	Medium	External	
Miscellaneous Student Fees Refund Application	Electronic	Medium	External	These forms only need e-signature as they are signed for on-line with outside entities
Official Attachment to IRS Form 8233 Additional Statement for Students and Trainees	Wet	Low	External	
Parking Authorization Forms	Wet	Low	Internal	
Parking Decal Employee Separation Form	Wet	Low	Internal	
Parking Payroll Deduction Form	Wet	Low	External	
Pay for Print Refund Form	Electronic	Low	External	These forms only need e-signature as they are signed for on-line with outside entities
PFA form called the Transaction Request form 504 (State). Also Form 995A for reporting the accounts receivable to SCO.	Wet	Hgh	External	

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Reconciliations prepared by staff – such as bank, credit card, direct loans, asset management reports, payroll ARs, SCO/SAM 99, etc.	Wet	Low	Internal	
Replacement Card Application	Electronic	Medium		These forms only need e-signature as they are signed for on-line with outside entities
Request for Special Mailing of Warrants	Wet	Medium	Internal	
Satellite Location Transfer of Deposit Log	Wet	Low	Internal	
Sponsorship Form	Wet	Low	External	
Student Adjustment Form	Wet	Low	Internal	
Student Application & Agreement Form	Electronic	Medium	External	These forms only need e-signature as they are signed for on-line with outside entities
TOEs, Direct Pay Requests, Requisitions/POs and Trust funds need initial indicating review and availability of funds.	Wet	Low	Internal	
TOEs, TOPs, Manual Journal Entries (CDs, CRs and JEs), Trust Fund Agreement Forms, Check Requests, IRA signature authorization forms, 592 Transmittal Forms - wet signatures	Wet	Low	Internal	
Tuition Fees Refund	Wet	Medium	External	
Unclaimed Warrant Logs	Wet	Medium	Internal	
W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding	Electronic	High	External	These forms only need e-signature as they are signed for on-line with outside entities
W-8ECI Certificate of Foreign Person’s Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States	Electronic	High	External	These forms only need e-signature as they are signed for on-line with outside entities
Warrant Sign-out log	Wet	Medium	Internal	