

	<p>USE OF ELECTRONIC SIGNATURE</p>	<p>Policy No. 6225 January 13, 2021 Page 1 of 1</p>
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The district encourages electronic transactions and the use of electronic records and signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made when a person physically marks a document with the intent to sign the record.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as prohibited by law or as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the district's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Adopted: January 2021

Revised:

Cross Reference: Policy Nos. 1220, 1440; 4070

Related Superintendent Procedure: 4070SP

Previous Policies:

Legal References: Chapter 1.80 RCW, Uniform Electronic Transactions Act; 15 U.S.C. Ch. 96

Electronic Signatures in Global and National Commerce Act

Management Resources: