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LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION Financial Services  
AREA: General

I. POLICY

Lamar University (LU) authorizes the use of electronic signatures for internal transactions within the Office of Financial Services when use of this technology

Manual Signature Also known as Wet Signature Handwritten Signature or Ink Signature. A signature handwritten by a person with the intent to sign. Initials, stamps, or substitute signatures of another party are not acceptable manual signatures.

Internal Transactions For this policy, internal transactions are defined as financial matters internal to the University, LU employees, TSUS, and other State agencies. Internal transactions may include, but are not limited to, travel reimbursements, vouchers, and other internal transactions. For this policy, the term internal transactions also covers financial reports and other internal documents that require signatures.

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