

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: Accounting Contacts
DATE: February 23, 2015
SUBJECT: Digital Electronic Signatures

Agencies asked the following question about implementing electronic signatures.

Question: Is a digital electronic signature an acceptable signature for a travel report?

Answer: Yes. In addition to the 2 commonly accepted electronic signatures, digital electronic signatures are accepted as follows:

- Includes digital notation generated by Adobe Pro or similar digital signing software program
- Name beside digital notation can be cursive or type font
- Employee and/or agency approval can be a digital signature

Contact Lindsay Bryant at 353-3708 or Jamie Jackson at 353-1285 in Accounts Payable if you have any questions on what is acceptable.

Sincerely,

Tom White

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