

## ELECTRONIC APPROVALS

The intent of this memo is to facilitate efficient delivery of customer services by means of reliable electronic messages.

With this intent in mind, and in the spirit of providing the fastest and most efficient service throughout UCF, moving forward any approvals submitted electronically (namely via email), whether with or without an electronic signature annotated, will have the same force and effect as hard copy signatures when conducting business, as permitted under Florida law. Recipients of electronic approvals, unless prohibited by law, existing policy, regulation, unchangeable business process, or a reasonable belief that the email bearing the approval has been compromised, should accept electronically submitted approvals.

Florida Statutes Chapter 668 ELECTRONIC MAIL COMMUNICATIONS ACT<sup>1</sup> states in part:

- If a provision of law requires a record to be in writing, an electronic record satisfies such provision.
- If a provision of law requires a signature, an electronic signature satisfies such provision.
- A record or signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form.
- A contract may not be denied legal effect or enforceability solely because an electronic record was used in the formation of the contract.